

**PROVO CITY CLASSIFICATION SPECIFICATION**

<b>Title:</b> Airport Operations Specialist III	<b>Job Code:</b> 2240
<b>Date:</b> April 30, 2024	<b>EEOC Code:</b> SM
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is higher-level technical airport operations work assisting in the direction of airside operations to maintain the Provo Airport Operating Certificate, coordination of airport security, airport maintenance, and first responder airfield firefighting and rescue as needed.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to an assigned supervisor and perform all work under general supervision. This work is distinguished by its higher responsibility to ensure the safe, convenient, and efficient operation of Provo Airport daily functions as required by federal law.

**ESSENTIAL DUTIES:** Inspect airfield to comply with Federal Aviation Regulations including 14 CFR Part 139; closely monitor all airfield areas for disrepair and file work order requests; initiate work orders to resolve safety/operational problems; may recommend issuance of Notices to Airmen to provide current aviation conditions; close airport if life-threatening runway conditions exist; ensure safe and smooth flow of aircraft during inclement weather and construction; coordinate ramp/taxiway closures for maintenance, snow removal, or construction; perform and track FAA-required quarterly fuel inspections of all fuel farms and mobile fuelers; complete all required paperwork, communication, and training to maintain FAA airport certifications; respond to inquiries, requests, and complaints; explain complaint procedures and provide direction to appropriate tenant and/or airline personnel; coordinate, oversee, and escort people during special events/projects; act as Airport Security Coordinator for commercial airline operations; identify, assess, and resolve security issues; if needed, delays flights for rescreening or other issues; make passenger boarding decisions and inform airline personnel; ensure TSR 1542 compliance; strictly maintain authorized airfield access via ID/media monitoring; monitor, inspect, and routinely patrol all airfield areas for safety concerns, operational and security issues, and compliance with federal, state, and local laws, rules, and regulations; as needed, act as an Aircraft Rescue and Fire Fighting first responder (aircraft, structural, and all airfield medical incidents) including driving fire vehicles, operating pumps, using fire equipment, suppressing fires, and rendering emergency first aid; coordinate with airline maintenance for emergency response; train all new employees in coordination with managers; perform grounds maintenance on airport property; operate heavy equipment to plow snow, grade, mow, or clear debris; remove snow from signs/markings as needed; ensure all airport electrical systems and equipment, radio equipment, landing direction indicators, air traffic control tower, access gates, parking toll booths, baggage belts, ticket counters, boarding gates, and all other airport-owned equipment is fully operational 24/7; use varied technology to provide daily wildlife management on airport property; coordinate with on-airport USDA wildlife biologist for wildlife management on close non-airport property; record aircraft/property damage; collect wildlife remains in wildlife incidents; use firearms and pyrotechnics as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and 4 years of related experience at a Part 139 certificated airport **OR** bachelor's degree in aviation-related field and 3 years of related experience at a Part 139 certificated airport. May substitute 1 year of experience at a Part 139 certificated airport with certified flight instruction program (pilot license) completion. Maintenance and heavy equipment experience required. Department of Homeland Security background check required.

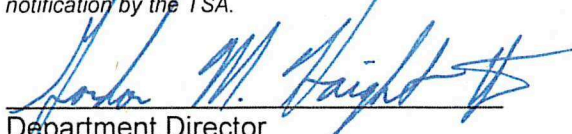
**License(s)/Certificates:** A valid, lawful Commercial Driver License (CDL) is required. Airport Security Coordinator certificate, Airport Inspector, and Airport Wildlife Hazard Management on-the-job training completion required within 1 month of hire. Must obtain and maintain Airport SIDA badge and FAA-accredited Aircraft Rescue and Fire Fighting (ARFF) certification. Must obtain CM rating and 1 ACE rating: Airfield Lighting, Airfield Operations, or Airport Security from American Association of Airport Executives (AAAE). Must complete 1 of the following: CPR & AED, EMR, or EMT.

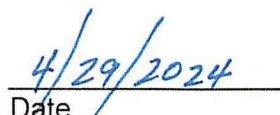
**SELECTION FACTORS:** **Knowledge of:** FAA and TSA laws, codes, rules, and regulations including 14 CFR Part 139 Certification of Airports, 49 CFR Parts 1540 Civil Aviation Security, 1542 Airport Security, and Aircraft Rescue and Fire Fighting; policies and procedures established for work system; operations, functions, and terminology common to equipment/building maintenance; airport occupational hazards and safety precautions; basic English composition, spelling, and grammar. **Skill in:** organizing work and developing effective work methods; using heavy equipment for maintenance; proficiently using a computer; applying safety rules, regulations, and procedures; handling assigned projects; practicing trust-building behaviors. **Ability to:** use independent judgement to assess, mediate, or resolve interpersonal, complex, or dangerous situations; perform firefighting and medical response duties; quickly and accurately perform work; read, accurately interpret, and apply FAA and TSA updates and advisory circulars; meet deadlines; research and stay current with federal law; obtain and maintain confidential information; develop and maintain effective working relationships with the public, contractors, coworkers, committees, vendors, and others; train others; provide guidance to lower-level airport operations specialists; deal with the public in a pleasant, courteous, and calm manner in all circumstances; provide good customer service; communicate effectively both orally and in writing; prepare clear, concise, and accurate reports; develop and maintain effective working relationships with the public, airport users, and supervisors; safely use firearms; effectively resolve operational problems; maintain proficiency in basic first-aid, CPR, and AED operation.

**TOOLS AND EQUIPMENT USED:** Computers, calculator, smartphone, 10-wheel dump truck with 24' plow and 24' broom, plow broom combo trucks, small excavation equipment, snow blower, front-end loader, fire rescue tools and equipment, large tractor, firearms.

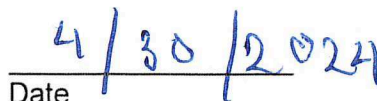
**PHYSICAL DEMANDS:** Requires significant physical activity including walking, lifting 50+ lbs., stooping, pushing, pulling, and driving. Requires sitting at workstation for long periods.

**ENVIRONMENTAL FACTORS:** Requires exposure to bad weather conditions, hazardous materials, chemicals, fumes, prolonged high noise levels, driving on controlled airfield, and walkthroughs on construction/development project areas. May periodically include exposure to high-stress situations or environments, including contact with the public, tenants, or others in confrontational or uncomfortable circumstances. *Note: Employee of this classification may be subject to on-call status and 24-hour notification by the TSA.*

  
Department Director

  
Date 4/29/2024

  
Mayor/Chief Administrative Officer

  
Date 4/30/2024

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.