



Airport Operations Officer Job Description

Reports to: Airport Operations Supervisor

Supervises: None

Responsibility Level:

Under the direct supervision of Operations Supervisors, Airport Operations Officers at Sloulin Field International Airport are responsible for the performance of airport operations, landside and airside, and ARFF on an assigned shift, including nights, weekends and holidays. This position also maintains airport compliance with Federal Aviation Regulations (FAR) Part 77 and 139, Transportation Security Regulation (TSR) Part 1542, and all other applicable statutes, regulations and requirements. This position will be responsible for ensuring the safety and security of all airport users as well as communicating and assisting all airport stakeholders.

Essential Job Duties:

- Assures compliance with the City's policies and procedures.
- Assists in performing inspections and maintaining records of all aeronautical areas including pavement, markings, lighting, safety areas, wildlife, construction, emergency equipment, and fueling practices.
- Identifies and to extent possible resolves any hazard to airport operations.
- Responsible for performing snow removal operations on assigned shift under the supervision of the Snow Boss.
- Maintains records of aircraft activities during assigned shift.
- Assists with supervision and coordination of any contract services related to airport operations.
- Assists in the coordination of construction and maintenance on or near the airport to ensure minimum interference with the airport operations.
- Monitors, to extent possible, noise abatement practices of aircraft utilizing the airport to ensure compliance with existing requirements.
- Maintains a working knowledge of all applicable FAR's and Advisory Circulars.
- Monitors and operates phones, radios, security cameras, and gate systems.
- Assists in ensuring airfield safety including but not limited to: identifying, preventing, responding to and/or removing all hazards to aviation including FOD, wildlife, AOA incursions, unauthorized vehicles and pedestrian entry, and disabled aircraft.
- Conducts tenant AOA driver training and auditing compliance.
- Performs ARFF duties at the airport.
- Responsible for maintaining customer contacts through positive lines of communication by professionally representing the City through frequent and meaningful contact with the customer.
- Supports all applicable requirements under all Safety Management Systems including tasks, documentation and written and practical tests.

- Performs janitorial and light maintenance duties at the airport.
- Assist with parking enforcement.
- Performs weather observations.
- Perform all work duties and activities in accordance with City policies and procedures.
- Perform other duties assigned by the Airport Operations Supervisor/Airport Management.

Skills and Qualifications:

- High school diploma required.
- Prior work experience in airport operations and/or airline operations; pilot certification preferred.
- Through in-house training or through training arranged by City of Williston must be able to become certified in the following areas:
 - Airport related snow removal technique – within one-hundred-eighty (180) days of employment.
 - Operation of snow removal equipment - within one-hundred-eighty (180) days of employment.
 - North Dakota Class B driver license – within one hundred and eighty (180) days of employment.
 - Certified Weather Observer- within one-hundred-eighty (180) days of employment.
- Acquires all licenses and/or certifications currently required or as may be required by regulatory agencies.
- Possession of a valid driver's license and ability to obtain and sustain a valid driver's license in the person's state of residence and maintain driver record compatible with Company's insurance criteria.
- Through appropriate training, must be able to operate heavy equipment including but not limited to snow removal vehicles and forklifts.
- Ability to perform the duties of this classification.
- Individual must be willing and be able to work all shifts, including nights, weekends, and holidays.
- Ability to work in and support a teamwork environment, including the airport's Safety Management System.
- Strong computer skills with ability to effectively utilize programs such as MS Excel and MS Word with ability to learn new programs introduced in the future.
- Must possess excellent verbal and written communication skills.

Physical Demands:

Employee must be able to stand, walk, sit, talk and hear, use hand to finger, handle or feel; climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms. Vision requirements include close vision, distance vision, color vision, peripheral vision and depth perception.

Work Environment:

The employee is often required to work near moving mechanical parts and work in outdoor weather conditions, is subject to fumes or airborne particles, and occasionally works in high, precarious places, with toxic or caustic chemicals and with the risk of electrical shock. The noise level ranges from moderate to loud noise

Language Skills:

Ability to read and understand documents such as operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees of organization. Ability to read, write, speak and understand the English language effectively.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables.

The City of Williston does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Williston is an Equal Employment Opportunity/Affirmative Action Employer.