

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **AIRPORT OPERATIONS SPECIALIST**

DUTIES: See attached job description

QUALIFICATIONS: High School graduation or equivalent
Technical degree.
Two years heavy equipment operation and maintenance experience.
Ability to meet all requirement of FAA mandated personnel regulations at an air carrier airport.
Ability to complete airport firefighting training.
Must be bondable.

HOURS: Forty (40)hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: Starting \$19.14 per hour. PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

This position is open until filled.

Applications for the position of **AIRPORT OPERATIONS SPECIALIST** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**DELTA COUNTY
JOB DESCRIPTION
AIRPORT OPERATIONS SPECIALIST**

Title: Airport Operations Specialist
Classification: Union, Non-exempt **Grade:** 13
Department: Airport
Reports to: Assistant Airport Manager
Supervised by: Assistant Airport Manager
Revision Date: October 4, 2022 for effective date of 01/01/2023

JOB STATEMENT

This is skilled work in the maintenance of the Airports buildings, facilities, vehicles, equipment and grounds. Performs maintenance duties in accordance with established routines and accepted maintenance practices. Performs building maintenance duties including plumbing, carpentry and electrical tasks; maintains airport vehicles, equipment and maintains airport grounds and pavements. A person in this position also is required to train annually and be certified on aircraft rescue and firefighting equipment and to respond in the case of an actual emergency. Fueling certification for aircraft and performing inspections to meet current FAA standards is also required. This position is a customer service position as services are performed for general aviation pilots such as towing of aircraft, power starts and hanger assistance. The general public using the airport, through the air carrier, are also very important customers.

Qualifications:

- 1) High school graduation or equivalent and a technical degree or equivalent and a basic knowledge of personal computers
- 2) Minimum two-years Heavy equipment operation and maintenance experience

Other Requirements:

- 1) Probationary Period: Pass a 90-day probationary period.
- 2) Security Clearance: Pass the County's background check requirement
- 3) A valid Michigan's driver's license.
- 4) Physical examination: required by physician approved by employer
- 5) Drug test: Pass the County's drug screening requirement
- 6) Ability to lift and carry minimum of 50 lbs., climb ladders and perform firefighting rescue duties in an emergency situation
- 7) Ability to meet or exceed all requirements of the Federal Aviation Administration Federal Aviation Regulation mandated personnel regulations at an air carrier airport, and the ability to successfully complete airport firefighting training and exercises, live burn, and other required training within twelve (12) months from date of hire.
- 8) Must be bondable

DUTIES:

- Under the general supervision of the Airport Manager.

- Maintains and repairs all properties building and facilities of the airport to include but not limited to general carpentry, painting, electrical, plumbing and heating.
- Performs major and minor maintenance of all equipment assigned to the Airport and Parks Board to include but not limited to, general purpose vehicles, refueling vehicles, snow removal equipment, grass cutting equipment, crash fire rescue vehicles, etc.
- Operates airport equipment to clear runways, taxiways, ramps, access drives, parking lots, and sidewalks of ice and snow.
- Performs custodial and maintenance in airport buildings and on airport properties.
- Refuels and defuels aircraft using fixed and mobile equipment for single point and over the wing service in accordance with current FAA and airline standards. Maintains the required training to perform inspections and maintains certification to meet these standards
- Inspects and maintains fuel, fuel storage tanks, and fueling equipment to include but not limited to Millipore tests, water paste indicators, white bucket test, filter differential pressures, etc. required to meet FAA and airline certification.
- Receipts for fuel and oil deliveries, maintains fuel and oil inventory records, and completes cash and credit fuel sales transaction.
- Patrols airport property to maintain security and safety and inspects operation areas and building to ensure compliance with FAA rules and regulation Part 107 and Part 139.
- Responds to aircraft emergencies in accordance with the airport operations manual and current FAA directives. Maintains a high level of proficiency on CFR procedures. Coordinates on scene CFR activity via radio with Escanaba Public Safety and Minneapolis Center as needed. Inspects the serviceability of Public Safety and Minneapolis Center as needed. Inspects the serviceability of CFR equipment on a daily basis.
- Monitors aircraft radio and gives aircraft field advisories to include but not limited to runway condition, weather conditions, active runways, and known traffic in the area.
- Inspects airport operational areas in accordance with the airport operation, adverse runway condition, inoperative navigational aids or any safety related discrepancy in the form of a notice to airmen (NOTAM) to the FAA flight service stations.
- Performs major and minor maintenance on all Aeronautical Lighting Aids Equipment to include but not limited to, Runway end identifier Lights (REILS); Precision Approach Path Indicator (PAPPI); Radio Control System and Airport Rotating Beacon.
- Operates equipment such as aircraft tugs, power carts, end loader w/fork attachment to load freight onto aircraft and other associated aviation ground support equipment (GSE) in order to provide airport and FBO-type services. These services can include but are not limited to: hangar-ing aircraft and power starts. Wherever possible, all airport employees will provide whatever customer service that is within the means and ability of that employee and within the resources of the airport.
- Other duties as assigned by the Airport Manager.

WORKING
CONDITIONS:

- Employee will be required to work inside of buildings and outside of buildings under the prevailing weather conditions.
- Employee will be exposed to aircraft and aircraft equipment noise and the inherent risk associated with being in close proximity of operating aircraft.
- Employee will be exposed to the hazards of large quantities of aircraft and vehicle petroleum and associated vapors.
- Employee will be exposed to general use solvents used for parts cleaning, general cleaning, and painting.
- Employee will work in close proximity to heavy, medium and light industrial equipment.
- Employee may be required to perform fire rescue and support in vicinity of burning aircraft or other equipment or materials.
- Employee will be required to work various work shifts, including Sundays and holidays. Extended overtime hours are sometimes required.
- The employee may be required to relieve airport maintenance personnel during vacations, sick leave, floating holidays, etc. This may cause shift changes on short notice.
- Employee will often be required to work alone.
- The FAA requires Airport Personnel to pass a security background check.
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The job description as written covers the most significant duties performed but does not exclude other related, similar, or occasional work assignments that may be required.