

City of Rapid City

Job Description

Job Title	Airport Operations Specialist		
Job Code:	AOSO	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	5/24/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for assuring compliance with federal, state and local laws and ordinances; aviation and airport safety. This position encompasses the daily and event-driven supervision and oversight of airfield operations and airport security as well as conducting associated training for all airport employees and tenants. This position requires the employee to exercise sound judgment and proper discretion and to ensure the airport's compliance with federal, state and local laws and ordinances.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises airfield operations; monitors, assesses, and responds to airfield conditions.
- Inspects and evaluates airfield; records conditions, discrepancies, directs corrective actions.
- Oversees general airport security; performs surveillance, inspections and investigations. Conducts security spot checks of all airport grounds.
- Ensures compliance with FAA regulations; formulates reports and standardized checklists. Documents quality control and compliance assurance.
- Ensures compliance with TSA security procedures; conduct inspections and investigates security breaches.
- Manages the Wildlife Hazard Management Plan; implements policies and procedures, mitigates wildlife.
- Directs airfield snow operations; ensures staff, equipment and treatments are being utilized in a safe and timely manner for removal of snow and ice.
- Directs appropriate actions for airport construction projects and emergencies; responds to and assesses airport emergencies, accidents, or incidents.
- Develops and conducts airport training; FAA, TSA, and other assigned training.
- Serves as airport liaison when needed; communicate with FAA, TSA, Airline Station Managers, Tenants, Contractors and other entities as necessary.
- Works variable hours, to include weekends and holidays, and on-call as needed.
- Performs other tasks as determined by airport management.

Qualifications:

Education and/or Experience:

Bachelor's degree in Aviation Management or aviation related field and one (1) year related experience; or an Associate's degree or equivalent in Aviation Management or aviation related field and three (3) years related experience; or High school diploma or general education degree (GED) and five (5) years' experience in airport/aviation operations. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must possess certification as an AAAE Airport Certified employee (ACE) of Operations or ability to obtain within one (1) year from date of hire. AAAE Airport Certified Employee (ACE) of Security or AAAE Certified Member (C.M.) desired. Must possess FEMA/ICS-200 level or obtain within one (1) year from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.