

Jurisdictional Class: Competitive
Adopted: January 1, 2005
Revised: April 23, 2010

AIRPORT OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for coordinating the daily operational functions of the county's airports in compliance with federal, state and local rules and regulations. The position involves both coordinating and directly supervising such functions as snow removal, grounds keeping, airfield lighting, pavement management and equipment operation. An employee in this class works under the direction of the Airport Manager with wide leeway allowed for the exercise of independent judgment in carrying out the details of the position. Supervision is exercised over all subordinate personnel assigned to operate the airports. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and directs airport operations in compliance with federal, state, and local rules and regulations;
Plans and directs the control of air and ground traffic to ensure safe and efficient operations;
Plans, coordinates and supervises airport personnel during snow removal operations and airport emergency functions;
Plans and organizes equipment and facilities maintenance programs;
Conducts inspections of fixed based operator functions, including fueling operations, fuel storage facilities, and fuel quality control procedures;
Oversees and conducts regular inspections of airfield runways, taxiways, lighting, tenant and concessionaire leased areas, public areas of roadways, parking lots, and grounds for operational purposes;
Recommends closure of airfield or portions thereof in accordance with Federal Air Regulation rules and periodic advisory circulars;
Reports on airport maintenance and construction projects;
Studies and recommends improvements to airport facilities and services;
Reviews airport inspection reports and makes recommendations for correcting deficiencies;
Directs the development and monitoring of staff operational training programs;
During emergencies, may participate in aircraft rescue and firefighting activities;
Prepares and maintains all required reports relating to field operations and equipment status;
May act as seasonal shift leader;
May file NOTAMS for airfield, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of federal, state, and local rules and regulations applying to airport operations;
Good knowledge of principles, methods, tools, and materials used in airport operation and maintenance;
Working knowledge of modern principles and practices of supervision and management;
Knowledge of airport fire safety;
Knowledge of government regulations covering airport security and law enforcement;
Knowledge of Emergency Preparedness Plan;
Ability to prepare and present written and oral reports;
Ability to get along with others;
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;
Ability to give clear and concise oral instructions;
Good powers of observation;
Sound judgment.

Airport Operations Coordinator

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Public Administration or related field and one (1) year of experience in an administrative or management position involving responsibility for planning, supervising and coordinating the work of a staff engaged in air base or airport operation and maintenance activities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Public Administration or related field and three (3) years of experience in an administrative or management position involving responsibility for planning, supervising and coordinating the work of a staff engaged in air base or airport operation and maintenance activities; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in an administrative or management position involving responsibility for planning, supervising and coordinating the work of a staff engaged in air base or airport operation and maintenance activities; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENTS:

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Possession of an Aircraft Rescue and Firefighting Certificate is required within one (1) year of appointment and certification must be kept current throughout employment.