

POSITION: Airport Operations Officer-Full Time, Non Exempt

REPORTS TO: Airport Operations Supervisor
Airport Operations Manager

LOCATION: Gary, Indiana

AIRPORT: Gary/Chicago International Airport (GYG)

SUMMARY

This position works under the Senior Operations Supervisor and performs various duties at the airport as directed by operational requirements. Follows established guidelines and procedures to ensure the safe and efficient operation of the airport and the surrounding airport facilities. This position reports directly to the Airport Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Update and maintain all required pertinent records on the computer based Airport Operations Daily Log and assist in providing professional services.
- Responsible for maintaining the airport safety under FAR Part 139 and reporting any discrepancies to the Airport Operations Supervisor.
- Qualify as an Aircraft Rescue Fire Fighter (ARFF) and drive and operate specialized ARFF vehicles for response to all aircraft alerts and emergencies.
- During periods of snow and ice removal, under the direction of a manager, drive and operate all major airport operations vehicles and snow removal equipment. Perform tasks at the Snow Command Desk, file Notices to Airmen (NOTAM's), Airfield Self Inspections, and update airfield conditions reports on computer based programs.
- Upon qualifying in USDA Wildlife Hazardous Management Training Program, perform wildlife mitigation services on airport operating areas.
- Perform airport security inspections and video monitoring under requirements of TSR1542. Respond to any unauthorized entry of persons or vehicles on the ramps and AOA.
- Maintain equipment and working environment in clean, neat and orderly condition. Employee uniform shall be maintained and properly worn while on duty.
- Position involves shift work, extended hours, and periodic adverse weather conditions.
- Maintains customer service and professionalism with all User's, Tenants, and Customers at all time.
- Maintain acceptable attendance and performance at required training functions.
- Update and maintain work orders to ensure airfield conditions, vehicle discrepancies, and facility repairs are reported and repaired by Maintenance Dept. in a timely manner.
- Update and maintain all required pertinent Operations records on the computer based system and assist in providing professional services.
- Successfully maintain acceptable attendance and performance at training for FAA 139 Training, ANTN, and other required training programs.
- Perform all other tasks as assigned by the Airport Operations Supervisor and/or Airport Management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform the duties of this classification to Company standards, which includes, but is not limited to, passing, to the satisfaction of the Company, initial and periodic Company tests to ensure the initial and on-going maintenance of required level of proficiency.

EDUCATION and/or EXPERIENCE

- College degree preferred or the equivalent work experience
- Aviation experience desired

- Ability to perform the duties of this classification to Company standards, which includes, but not limited to passing, to the satisfaction of the Company, initial and periodic Company tests to ensure the initial and ongoing maintenance of required level of proficiency.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence and memos. Ability to write correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problem solving involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Acquire all licenses or certificates required by regulatory agencies.
- Meet the required Airport training criteria under FAR Part 139.
- Must possess or be eligible to possess a valid Driver's License.
- Pass Company test pertaining to Federal Aviation Administration Federal Aviation Regulation Part 139.
- Meet or exceed, and required security training and performance criteria as mandated in the Federal Approved Airport Security Plan.
- Successful completion of FAR Part 139 ARFF live-fire training requirements within 90 days of hire

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 regularly required to stand; walk; use hands to finger, handle to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move more than 75-100 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.