



December 19, 2018

**JOB TITLE:** Operations Specialist I (Pool of Candidates)

**DEPARTMENT:** Operations

**SALARY RANGE:** \$19.51 TO \$ 29.27 Hourly

**GENERAL FUNCTION:**

Under the direction and leadership of the Operations Supervisors, the Operations Specialist I is an entry level position responsible for managing the use of airport facilities in accordance with established policies and procedures. Position assures continuous safety and security compliance with Federal Aviation Regulation (FAR) Parts 77 and 139, Transportation Security Regulation (TSR) Part 1542, LRAA Rules and Regulations, in addition to all other applicable federal, state, and local statutes, regulations, and requirements.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Conduct Periodic, daily, and continuous airfield and facilities inspections for unsafe or non-compliant conditions; actively monitoring two-way radio communication among airport staff, flight operations statuses, weather, work order requests, and local air traffic (ATC) radio communications,
2. Coordinate airport operations during assigned shift, ensuring the safety and security of the public, tenants, and airport staff.
3. Ensure that all airport operations comply with FAR Part 139, Part 77, TSR Part 1542, Airport Certification Manual, Airport Security Program, LRAA Rules and Regulations, and other applicable federal, state, and local statutes and regulations.
4. Coordinate use of airport facilities by air carrier, air cargo, military, and charter aircraft operators in coordination with local air carrier above and below-wing handlers and Fixed Base Operator (FBO) personnel.
5. Fingerprint personnel, issue identification media and keys, complete audits, conduct SIDA training, verify accounting for cash received, and perform other badging and credentialing duties as required.
6. Respond to all security-related incidents and properly document the occurrence, notify the Airport Security Coordinator (ASC), and impose the proper penalty for the offense to include immediate badge revocation (temporary or permanent) and/or re-training.
7. Oversee and implement the airport's ground transportation program and the issuance of permits.
8. Train, test and monitor airport and tenant employees on movement area and non-movement area ground vehicle operating procedures.
9. Conduct periodic, daily, and as necessary, continuous inspections of runways, taxiways, janitorial contract services, landside and airside buildings along with other airport facilities to identify and document damage, deterioration, debris, cleanliness, and other unsafe or non-compliant conditions. Follow-up to ensure timely remediation of any issues.
10. Coordinate set-up and breakdown of stages and equipment for special events and ceremonies and provide assistance with special projects.
11. Assist in coordinating and monitoring airport construction activities.
12. Implement wildlife control procedures and ensure compliance with the Airport's Wildlife Hazard Management Plan and applicable Federal and State regulations.
13. Implement snow and ice control procedures and ensure compliance with the Airport's Snow and Ice Control Plan.

14. Support Airport Public Safety during all airport emergencies and respond as necessary to act as a liaison between Public Safety and other airport staff. Take appropriate action to work toward restoring normal operations.
15. Issue and monitor Notices to Airmen (NOTAMs) to report conditions impacting safe aircraft operations. Ensure prompt communication with FAA, air carriers, and other airport users.
16. Perform other duties as required.

#### **COMMUNICATIONS WITH OTHERS:**

Works closely and must be able to interact with all levels of employees including management.

Works with LRAA business partners, who may include airport tenants, employees, work groups, and community and/or industry stakeholders. Must be able to communicate clearly and professionally both orally and in writing to maintain positive working relationships. Must be able to deliver oral and written reports/presentations to both internal and external groups.

Must be able to maintain positive working relationships with airport tenants, employees, work groups, stakeholders and the general public providing a high level of customer service in response to questions and inquiries.

#### **EMPLOYMENT STANDARDS:**

A Bachelor's degree from an accredited institution in Airport or Aviation/Aerospace Management, Aviation/Aerospace Science, Business or Public Administration, or closely related field; Strong computer skills in Microsoft Office, Excel, PowerPoint, Adobe or other applicable software is needed. Must have the ability to enforce FAR Part 139, TSR Part 1542 and all other federal, state, and local rules, regulations, standards, and requirements governing air traffic, commercial and general aviation, airport safety and security, airport and movement area operating and maintenance standards, ground transportation and other relevant matters as directed. Will be responsible for obtaining a strong understanding of the practices and principles of airport administration, operations, security, and airfield maintenance.

Direct experience or internship in a position with detailed aviation relevance preferred. Prior experience with a Fixed Base Operator (FBO), airline, air cargo carrier, airfield maintenance, or possession of a Private Pilot Certificate is desirable.

#### **HOW TO APPLY:**

Please submit both a **cover letter and résumé**. **We require your files to be submitted as PDF documents.** We prefer that you send both your cover letter and résumé as one combined document. *Please do not send your cover letter in the body of an email.* Send your PDF files to LRAA at [opsspecialist@flylouisville.com](mailto:opsspecialist@flylouisville.com)

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Drug Free Workplace*