

Operations Specialist I

Regular Full-Time

Louisville, KY, US

Requisition ID: 1043

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Salary Range: \$22.00 To 33.00 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 statutes, regulations, and requirements.

Major Duties and Responsibilities:

- Operations Specialist will conduct periodic, daily, and continuous airfield/facilities inspections for unsafe or non-compliant conditions to maintain compliance with FAR Parts 77 and 139, TSR Part 1542, Airport Certification Manual, Airport Security Program, LRAA Rules and Regulations and other applicable federal, state and local statutes and regulations.
- Facilitate the issuance of Airport ID Media and keys to all necessary personnel in compliance with TSR 1542.
- Conduct training, testing, and oversight of all airport employees operating on movement and non-movement areas of the Airfield.
- Support the Airport Public Safety Department during all airport emergencies and security related incidents. Specialist will act as a liaison between Public Safety and other airport staff, document the incident, impose the proper penalties, and work towards restoring normal operations.
- Coordinate use of airport facilities by air carrier, air cargo, military, and other airport stakeholders to ensure the safety and security of the public, airport tenants, and airport staff.
- Coordinate and monitor all airport construction activities to ensure a safe and efficient operation. Responsibilities include but not limited to issuing Notices to Airmen (NOTAMs) and facilitating irregular operations both Airside and Landside.

- Implement Airport programs such as the Wildlife Hazard Management Plan and the Snow and Ice Control Plan to comply with all applicable regulations.
- Perform other duties as assigned.

Employment Qualifications:

- Must possess a valid driver's license and maintain appropriate Authority driving privileges.
- Ability to act with integrity and professionalism.
- Proven ability to appropriately handle confidential data, materials and correspondence.
- Excellent verbal and written communication skills. Excellent organization skills and attention to detail.
- Excellent interpersonal, negotiation and conflict resolution skills.
- Excellent time management skills with ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to positively influence and work with internal and external stakeholders.
- Ability to work independently and exercise sound independent judgement.
- Proficient with Microsoft Office Suite

Education/Experience:

- Bachelor's Degree in Airport or Aviation/Aerospace Management, Aviation/Aerospace Science, Business or Public Administration, or closely related field.
- Direct experience or internship in a position with detailed aviation relevance preferred. Prior experience with a Fixed Base Operator (FBO), airline, air cargo carrier or airfield maintenance is desirable.

Physical/Environmental Requirements:

Work is performed in both office and outdoor environments, and involves exposure to noise, chemical, and other contaminants, moving mechanical hazards, and extremes of temperature and weather conditions. Must have sufficient visual acuity, with or without corrective lenses; sufficient auditory ability, with or without audio logical devices; able to tolerate exposure to noise levels up to 120 decibels; capable of being on one's feet for extended periods of time and lifting 50 pounds unassisted. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an

incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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