

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Senior Airport Operations Officer		
<b>Job Code:</b>	PS5280	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	510	<b>Date Reviewed:</b>	06/09/2021
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Leads, oversees and participates in the more complex duties relative to the daily activities of Airport Operations. Understands, implements and ensures compliance with Federal, State, and Municipal regulations as they relate to airport operations. Provides complex administrative support to other various positions in the Aviation Department. Acts in the absence of the Airport Supervisor.

### ESSENTIAL DUTIES & 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.*

1. Lead and oversee staff, which includes ensuring training compliance for Airport Operations Officers and Maintenance personnel; ensuring employees follow policies and procedures; and maintaining a healthy and safe working environment.
2. Oversees and evaluates the day-to-day activities of airside and landside operations at the City of Fort Worth airports to ensure compliance with lease provisions, policies and procedures, and other governing regulations; Performs all essential duties and responsibilities of an Airport Operations Officer.
3. Assist in the development of standard operating procedures for the City of Fort Worth Unmanned Aerial Systems program. Ensures compliance with Federal, State, and Municipal regulations.
4. Assists in the development of airport access system procedures, departmental budget and operational reports. Provides general administrative support to Airport Operations Supervisor.
5. Assists in the management, design and provision of training in the use of the automated system (Veoci) and provides first level technical support to department personnel.
6. Maintains hard copy and digital filing system for US Customs User Fee and USDA Regulated Garbage handling fees.
7. Assists in planning large public events, including fly-ins and conventions. Assist in the coordination of events with airfield tenants, general public, vendors and other City departments.

8. Assist with the management of department/division assets by creating an inventory of assets; generating reports of assets assigned to each division; maintaining asset management database or records; and ensuring assets are accounted for, inventoried and tagged in accordance with standard operating policies and procedures.
9. Continuously assists in monitoring and evaluating the quality, responsiveness, efficiency and effectiveness of initial and recurring training, methods and procedures; works with personnel on the continuous improvement of training activities and operations.
10. Performs other duties and participates in special projects as assigned.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations. Interacts with internal and external agencies.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of airport operations including air carrier and general aviation facilities, services, and federal and state grant programs.
  - On-call procedures including basic knowledge of airport leases and rental agreements, airport security and emergency response.
  - Federal Aviation Administration Part 139 inspection process.
  - FAA Advisory Circulars in the 150 series.
  - FAA regulations including (a) Part 139 - Certification of Airports, (b) Part 77 - Safe, Efficient Use, and Preservation of Navigable Airspace, and (c) Part 150 - Airport Noise Compatibility Planning.
  - Airport Emergency Plan, Airport Certification Manual, and Aviation Advisory Circulars.
  - Computer hardware, smart phone, tablet and work related software applications.
- **Skill in:**
  - Computer hardware and software troubleshooting.
  - Public relations and customer support.
  - Data collection and analysis.
  - Making sound decisions and critical thinking in fast-paced environment.
  - Using good judgment in the absence of management.
- **Ability to:**
  - Monitor, evaluate and advise operations staff on diversified airport operations.
  - Research, analyze and evaluate operational and procedural practices.
  - Prepare comprehensive reports accurately.
  - Communicate clearly and effectively, both orally and in writing.
  - Comprehend and apply part 139, Airport Certification Manual.
  - Respond to airfield related emergencies or urgent concerns.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate Degree from an accredited college with major course work in Public Administration, Aviation Management, or related field and two years of work experience that includes airport operations and/or maintenance.

## **OTHER REQUIREMENTS**

Successful completion of Airport Operations Officer training, within the initial six (6) months probationary period.

Valid Texas driver's license at the time 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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.