



# Rhode Island

## Airport Corporation

### EXTERNAL JOB POSTING HOURS ONLY PVN# 2024-24

**Candidates must pass a practical test and an oral interview with a score of 70% or higher.**

<b><u>Title:</u></b>	Airport Operations Specialist
<b><u>Department:</u></b>	Operations & Maintenance
<b><u>Reports To:</u></b>	Director of Operations
<b><u>Pay Grade:</u></b>	\$50,903
<b><u>Union Status:</u></b>	Union
<b><u>Shift:</u></b>	Tu-Fri 3pm – 11pm / Sat 10pm – 6am

#### **Summary:**

Responsible for performing complex functions and services at Rhode Island T. F. Green International Airport to include compliance with Federal Aviation Regulation (FAR) Part 139 and applicable FAR's and related advisory circulars pertaining to airport safety, security, obstructions, maintenance, and inspection on the airfield, and inspection, recording, and reporting safety concerns associated with landside operations.

#### **Essential Duties and Responsibilities:**

Other duties may be assigned; the essential duties and responsibilities include the following:

- Perform daily airfield self inspections in accordance with the Federal Aviation Regulation (FAR) Part 139, to include the inspection airfield perimeter fencing for security violations and wildlife hazards.
- Perform public safety inspections associated with the terminal building and landside operations.
- Ensure that all tenants and RIAC personnel adhere to the Motor Vehicle Operator rules and regulations established by FAR Part 139 requirements and the airport corporation.
- Provide Movement and Non-movement Area vehicle operator and construction contractor airfield awareness training in accordance with FAR Part 139 requirements.
- Assist in coordination of construction activity on the airfield
- Issue Notices to Airmen (NOTAM) and field condition reports to airport tenants, and Federal Aviation Administration (FAA) agencies for airfield discrepancies.
- Create work orders for all airfield discrepancies, and perform follow up inspections to ensure that repairs are in compliance with the applicable FAA Advisory Circulars.

- Provide escort and coordination assistance during construction activities and emergencies.
- Document and record all airfield related incidents and accidents for review by the FAA Administrator.
- Resolve wildlife issues up to and including termination and removal of carcass or remains.
- Enforce the protection of the operational characteristics and critical areas of Navigational Aids.
- Operate specialized equipment to include, but not limited to, continuous friction measurement equipment, iPad, inclinometer, digital camera, shotgun and pyrotechnics pistol.
- Provide escorts for the reposition of aircraft to and from remote parking locations.
- Obtain and input pertinent information relating to daily airport operations activities into databases and reports.
- Provide professional customer service and serve as a liaison between RIAC and airport tenants.
- Provide follow me and aircraft marshalling assistance.
- Provide pilots with advisories of airport conditions during non-towered operations.
- Enforce airport vehicle operator policies and procedure for the airport motor vehicle driver's training program.
- Monitor and address airfield construction safety concerns.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### **Supervisory Responsibilities:**

- None

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Possess the knowledge and ability to react and comply with FAR Part 77 Obstructions to Navigable Airspace.
- Use two way radios for communications.
- Work a rotating shift.
- Possess the ability to recognize, prioritize, and react to simultaneous situations.

## **Education/Experience:**

- 2 year college degree and/or 3 years airside aviation experience.
- Basic understanding of the National Airspace System.
- Must possess a valid state motor vehicle operator's license; meet FAA and RIAC security background checks.
- Strong oral, written and customer service skills required.
- Must be able to identify the structural characteristics and classification of an aircraft.
- Ability to read and understand meteorological terminology.

## **Certificates, Licenses, and Registrations**

- None

## **Physical Requirements:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to work under stress.
- Required to drive a vehicle visit and inspect all areas on the airfield.
- Ability to work long hours without sleep during snow removal operations, in severe weather conditions.
- Ability to lift up to 50lbs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

## **Work Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position.

- All areas of Rhode Island T. F. Green International Airfield.
- Much of the work must be conducted outdoors in all types of weather, and potentially under stressful conditions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

*The Rhode Island Airport Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rhode Island Airport Corporation makes hiring decisions based solely on*

*qualifications, merit, and business needs at the time.*

*This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.*