TOLEDO-LUCAS COUNTY PORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: AIRPORT OPERATIONS SPECIALIST

FLSA CATEGORY: NON-EXEMPT

DIVISION: AIRPORT

IMMEDIATE SUPERVISOR (TITLE): MANAGER OF PUBLIC SAFETY AND OPERATIONS

POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED: NONE

Position Objectives:

1. To perform duties related to airport operations, security, and the safety and security of persons and facilities at the Eugene F. Kranz Toledo Express Airport, Toledo Executive Airport, and Seagate Helistop Heliport;
2. To perform duties consistent with Transportation Security Administration (TSA) 1540/1542 and Federal Aviation Administration (FAA) Part 139 regulations, including assisting with aircraft emergencies and snow removal operations; and
3. To provide effective coordination with external government agencies as needed.

Qualifications:

1. Bachelor’s degree from accredited institution in Aviation Management, Airport Management, or comparable field.
2. Satisfactory results on physical (including urinalysis to determine unlawful drug usage), written and oral examinations.
3. Satisfactory results on background investigation, including a Federal fingerprint-based criminal history background check.
4. Valid driver license.
5. Qualify for a TOL-issued Security Identification Display Area (SIDA) badge with movement area privileges.
6. Available during non-duty hours for emergencies, snow removal, or other essential duties.
7. Be insurable and maintain insurability for the operation of motor vehicles.

Essential Skills and Experience:

1. Ability to plan, organize, and multitask.
2. Ability to respond quickly in emergencies and other stressful or tense situations.
3. Excellent interpersonal and communication skills.
4. Demonstrated ability as a “team player” with a high level of performance, who can set and meet deadlines.
5. Commitment to organizational values, vision, and mission.
Summary of Essential Duties and Responsibilities:

1. Comply with and enforce Airport Rules and Regulations, Airport Minimum Standards and directives from higher management;
2. Perform daily perimeter fence, terminal, and parking lot inspections in compliance with Federal Aviation Regulations and TSA Regulations;
3. Perform daily Airport Operations Area (AOA) inspections including runways, taxiways, and aprons for Part 139 discrepancies, Foreign Object Debris (FOD), and wildlife activity;
4. Provide continuous surveillance of Airport property including, but not limited to, monitoring CCTV and Fire Alarm Systems, and patrolling Airport property;
5. Provide escort in the aircraft movement areas when needed;
6. Submit maintenance work orders based on observations and results of daily inspections;
7. Monitor weather conditions and conduct snow removal operations as needed;
8. Review and assist with revising the Airport Certification Manual (ACM), Airport Security Plan (ASP) and exhibits;
9. Assist with implementation and use of the Airport’s Safety Management System (SMS) Program;
10. Assist with monitoring construction and maintenance work activities in operational areas to ensure a safe operating environment;
11. Publish Notice to Air Missions (NOTAMs) as necessary;
12. Report accurate airfield conditions;
13. Engage in two-way radio communication;
14. Maintain situational awareness while on the airfield;
15. Provide first-class customer service to the public, tenants, and operators;
16. Respond to aircraft accidents and incidents;
17. Document, harass, and disperse wildlife on the airfield;
18. Detect, report, and respond as appropriate to safety hazards;
19. Exercise authority consistent with the requirements of the position, remaining directly responsible for one’s official actions;
20. Perform all duties in a manner which reflects favorably upon the Airport Operations Department, the Airport, and the Port Authority; and
21. Perform all other airport operations duties as assigned.

Contacts with Individuals or Organizations Outside the Port:

1. General and traveling public
2. Airport tenants and operators
3. Government agency representatives and officials

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, see, talk, and hear.
2. Read, comprehend, and interpret documents such as rules, reports, procedures, rules, and regulations.
3. Operate telephone and computer systems.
4. Have full physical dexterity and agility.
5. Have good hand/eye coordination.
6. Walk, stand, sit, push, pull, bend, stoop, squat, stretch and lift up to 80 pounds.
7. Climb ladders and stairs.
8. Operate motor vehicles.
9. Perform all the essential functions of the job outlined herein without creating a direct or indirect threat to the safety of oneself or others.

**Work Environment:** While performing the duties of this job, the employee is exposed to various indoor and outdoor environments. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity, excessive noise, and vibration. The employee may be required to work in confined spaces, and at varying heights. The work may involve an element of personal danger.

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Approved by President/CEO

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Date

April 2023