



Grand County

Job Description

Title:	Lead Airport Operations Specialist/ARFF	Job Code:	1125
Division:	Operations	Effective Date:	01/2023
Department:	Airport	Last Revised:	12/2022

GENERAL PURPOSE

Performs a variety of **managerial, administrative and technical operational duties** as needed to ensure the efficient and effective operation of the Canyonlands Regional Airport. Performs day-to-day tasks related to facilities and airfield maintenance, organizing projects, inventorying, ordering and purchasing airport supplies, periodic supervision of airport operations, interacting with airport stakeholders, tenants and cooperative agencies. Responds to emergencies in a command role as an Aircraft Rescue Fire Fighter (ARFF) or Alternate Airport Security Coordinator (ASC). Serves as acting authority for airport operations in absence of Airport Director. May be called out in the event of an Airport Emergency. Responds to request to work overtime when conditions warrant and directed by management.

SUPERVISION RECEIVED

Works under the general supervision of the Airport Director.

SUPERVISION EXERCISED

Provides close to general supervision to ARFF/Airport Operations Specialist(s), ARFF/Airport Operations Technician(s), and Landside Operations Technician(s).

ESSENTIAL FUNCTIONS

Leadworker & Airport Operations: Serves as acting authority for airport operations in absence of Airport Director. Provides staff support for Airport Director. Provides supervision to ARFF/Airport Operations Specialist(s), ARFF/Airport Operations Technician(s), and Landside Operations Technician (s) on day-to-day operational requirements. Participates in planning and strategic sessions to develop better airfield operations and safety and security, participating in department educational and training programs. Requests supply and material purchases for the airfield.

Maintains personal knowledge of current local, state and federal regulations concerning airfield operations, airfield equipment requirements, and other airport regulations, which govern the operation of the Department. Reviews and stays current with various safety and security manuals, as required by the Federal Aviation Administration (FAA) and under the direction of the Airport Director. Coordinates with the Airport Director to ensure that the department complies with all applicable County, State and Federal regulations and completes required inspections and activities to assure compliance.

Maintains the airport to ensure compliance with FAA, Utah Division of Aeronautics and County regulations for commercial and general aviation. Issues (Notice to Airmen) (NOTAM's) through FSS, Cedar City on airfield conditions and/or operations. Coordinates airport conditions and operations with Flight Service System (FSS), property owners, entities and departments as is necessary.

Prepares inspection reports and summaries as required by the, FAA, Department of Homeland Security and the Transportation Security Administration (DHS-TSA) under direction of the Airport Director.

Maintenance: Responsible for a variety of semi-skilled and skilled duties required in maintaining Canyonlands Regional Airport. Ensures or performs daily cleaning and general maintenance on the terminal building and other related buildings. Ensures or performs groundskeeper functions on the airfield and for the terminal building. Operates a variety of equipment including mowers, tractors, snow removal equipment, etc. as required to maintain airport grounds. Maintains records of operations and equipment and work orders.

Maintain NAVAIDS, change light bulbs and electronic components as required. Trouble shoots to determine any operational problems and implements appropriate solutions. Maintains obstruction lighting, airfield runway and taxiway lighting, windsocks and rotating beacon for proper operation. Maintain ramp lighting as well as exterior building lights and parking lot lights.

May be called out to handle after hours maintenance issues; i.e. water leaks, power outages, snow events, etc.

Safety and Security: Responsible for performing necessary airport inspections, providing fire rescue services, and airport security as required by federal and state regulations and adopted Canyonlands Regional Rules and Regulations and Minimum Standards. Performs inspection duties of the grounds, terminal building, lighting system, and signage of airport. Performs daily/weekly airport inspections in accordance with FAA regulations.

Responds to airport emergencies when required. Keeps airport systems free and clear of obstructions per FAA regulations. Provides aircraft rescue and firefighting services (ARFF) as required by FAA part 139.319. Engages in fire rescue services as emergency situations dictate, including, but is not limited to rescue and firefighting personnel safety; emergency communications; use of fire hoses, nozzles, turrets, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools, firefighting equipment, extinguishing agents; the use and wearing of breathing apparatus, emergency aircraft evacuation assistance; and firefighting operations.

Daily oversight of security provisions at the airfield as Alternate Security Coordinator (ASC) when required. Provides assistance to ensure that airport tenants or employees regulated under Parts 1544 and 1546 who have un-escorted access to un-secured areas do not enter restricted areas when applicable for security purposes, as outlined in the Airport Security Plan.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Graduation from high school; plus, specialized in-service ARFF training;
 - AND
 - B. Two (2) years of experience performing above or related duties including airport operations and maintenance, firefighting, security guard, maintenance technician, handyman and custodian;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of emergency radio procedures. Principles, practices, and functions of airport operations and maintenance. Basic computer skills, including keyboard and use of Internet and Microsoft Office software. Federal, state and governmental agency laws and regulations pertaining to airport operations. Basic knowledge of building maintenance repair and general landscaping and grounds maintenance. Operating procedures required around aircraft and on airports. Methods, techniques, and safety precautions necessary to maintain airport systems. Firefighting apparatus, fire safety gear, firefighting hand-tools and other firefighting tools and equipment.

Journey level skill in the use of a telephone, computer, printer, and other office equipment. The safe use and operation of various heavy and medium equipment which include but not limited to snow plows, tractors, loaders, ATV's and mowers. Basic understanding of building and hangar maintenance to include but not limited to automatic doors, plumbing, painting, and lighting and general facilities maintenance. Basic Aircraft Rescue and Fire Fighting (ARFF). Operating emergency vehicles in both emergency and non-emergency modes safely. Basic landscaping and grounds maintenance.

Ability to Communicate effectively both verbally and in writing. Learn and follow department Policies, Procedures, and Protocols. Train new employees regarding airport policies, procedures and regulations. Establish meaningful goals and priorities. Ability to identify and correct unsafe conditions and/or violations of airport rule and regulations. Ability to exercise independent judgement and responsibilities in assessing, organizing, prioritizing, scheduling, planning, purchasing of materials and equipment for all assigned projects and work orders. Evaluate and manage projects. Respond appropriately to emergency situations. Perform manual labor.

3. **Special Qualifications:**

Successful completion of pre-employment drug screening is required. Must possess a valid driver's license. A twelve-month probationary period is a prerequisite to this position. Must be willing to obtain and successfully complete required training provided by Grand County relating to Aircraft Rescue and Firefighting (ARFF) as defined by the U.S. Department of Transportation Federal Aviation Administration AC No: 150/5210-17A and other training required by direct supervisor. Must be willing to obtain and successfully complete training provided by Grand County for relating to the Alternate Airport Security Coordinator and acquire a working knowledge of all regulations necessary to fulfill these duties. Employee must maintain grooming standards that allow them to properly wear their Personal Protective Equipment (PPE). Subject to monthly night meeting for the Airport Board. Employee will be subject to a 5-year background check. Conviction of any criminal offense will be a disqualifying factor. Subject to call-out status including weekends and holidays.

4. **Work Environment:**

Administrative duties require the employee to work in a typical office setting with appropriate climate controls. Daily functions require variety of physical activities such as to bend, reach, push, pull, squat, climb, grasp and lift 100 pounds to waist level. Tasks require frequent walking, kneeling, bending and reaching for extended periods of time. Moderate climbing/balancing and kneeling are required. Operates hand and foot controls of airport maintenance equipment. Exposure to dangerous situations with fire rescue emergency; including, but not limited to, smoke, heights, fire, fumes, heat, cold, emergency driving, etc. Wears and works in fire department breathing apparatus and personal protective equipment. Daily exposure to aircraft traffic; dust, noise, fumes, oils and grease, pollens and organic materials, and all types of weather conditions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)