

## CLASS TITLE: Airport Operations Training Coordinator

### DESCRIPTIVE STATEMENT:

The position requires a strong knowledge of airport operations including FAA and TSA regulations. Individual must perform airfield inspections to ensure compliance with established standards. Develop, implement, and conduct airport training programs to ensure compliance with FAA and TSA regulations and other airport training goals. Oversee maintenance of training programs. Must respond to and assist with the control of airport disasters and emergencies at or near the airport. Individual will be trained as an Airport Rescue Firefighter. Respond to and assist with snow events. Perform administrative, operational, and limited maintenance functions as needed. Work closely with Airport Department Heads and regulatory agencies.

### DUTIES AND RESPONSIBILITIES:

Individual will perform all airport operation duties and, in addition, will be the primary training officer. Perform administrative and operational duties including, but not limited to, training programs, manual updates, airport security, airfield inspections, terminal inspections, landside inspections, fueling operations, and event coordination. Assist with snow removal and light maintenance duties. Provide immediate response to and assist with emergencies and disasters that may occur at or near the airport. Must attend aviation related training programs. Perform related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to work independently and have a firm familiarity with FAA and TSA rules and regulations by end of probation period. Must be able to make sound decisions and exercise good judgment. Must have the ability to plan and organize training programs and events. Must have the ability to work effectively with management and other public employees, airport tenants, and other citizens.

### MINIMUM QUALIFICATIONS:

In addition to the knowledge, skills, and abilities listed above, the position requires a four year college education. On the job training will be provided.

### SPECIAL REQUIREMENTS:

Employment may be contingent upon completion of a background investigation. Employee must maintain appropriate security status at all times.

### SPECIAL CONDITIONS OF WORK:

Individual may be exposed to inclement and sometimes severe weather conditions. Must be willing to work evenings, weekends, and holidays. Individual must be willing to work overtime and stand-by. Must respond to work during emergencies, including snow removal operations.