

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Specialist, Noise and Environmental Programs

Reports to: Manager, Noise and Environmental Programs

Status: Non-exempt

General Description:

Monitor aircraft compliance with Airport noise rules; respond to community noise complaints and coordinate with contract provider of ANOMS noise monitoring system. Interact with field personnel and other departments regarding data for required recordkeeping for environmental requirements to ensure ongoing compliance with local and State of California Rules and Regulations for Noise and Environmental.

Essential Job Functions:

Typical Tasks

- Use the Noise Monitoring system to create noise reports for staff and the community. Check the Noise Monitoring system for flight data discrepancies.
- Troubleshoots & maintains noise monitoring equipment to identifying defective components.
- Investigate potential night time noise violations of the Airport's Rules and Regulations for jets and propeller aircraft and identify restricted aircraft.
- Investigate noise complaints by using the Airport's Noise Monitor System to verify the source of the disturbance based on the information gathered from the complainant and login all complaints to be in compliance with California Noise Standards.
- Provide information to public inquiries regarding noise event issues and to pilots on the Airport's voluntary curfew and Noise Abatement Rules.
- Prepare schedule changes from air carriers and generate a monthly (or, as needed) schedule analysis report to identify changes in operations. Prepare seats and revenue passenger PowerPoint presentation for the Authority.
- Update the Noise Rule Information Guide and the Airport Use Restrictions following annual review of fines and Authority action.
- Provide training material to tenants on Best Management Practices (BMP) for the storm water pollution prevention plan and follow-up with tenant to ensure training compliance.
- Conduct Environmental field inspections for Best Management Practices compliance to identify pollutants in industrial activity areas and construction projects and communicate with tenants and project managers to ensure corrective action and preventive measures.
- Prepare all documents necessary to be in compliance with our Storm Water Pollution Prevention Plan and other environmental regulation and perform any storm water sample collections.
- Keep all AQMD, CARB and RWQCB permits active and process noise & environmental invoices and check requests as needed.
- Escort contractors as needed.
- Performs other duties as assigned.

Minimum Qualifications:

Employment Standards

- Possession of a baccalaureate degree in Aviation/Business Administration or a related field; or equivalent work experience.
- One (1) year of aviation experience, such as working with flight tracking equipment, airport traffic patterns, flight paths, aircraft flight procedures, navigation techniques, aviation regulations, noise abatement procedures and environmental compliance.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Supplemental Information:

Knowledge of:

- Computer literate, proficiency with Microsoft Office including Excel (Pivot Tables), Microsoft Word, PowerPoint and Adobe Pro.

Ability to:

- Make professional judgments while working in the field.
- Multi task with a high degree of accuracy.
- Pay attention to detail while performing environmental inspections.
- Listen and watch for aircraft traffic while out on the field.
- Effectively communicate and establish relationships with tenants and members of the community in relation to Noise/Environmental Department initiatives.

NOTE:

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other duties as assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.