Job Description

Operations Support Specialist

Accepting applications for future openings

Reports to: Operations Management

Status: Non-Exempt – Union

General Description:
Under the general supervision of Operations Management or designee, the Operations Support Specialist supports the Operations Department in both planning and day-of activities and tasks.

Essential Job Functions:
Typical Tasks

➢ Performs gate and terminal counter management functions, both planning and day-of gate scheduling and analysis in accordance with policies and procedures including projections, irregular operations, and other situations.

➢ Issues and files Notices to Airmen (NOTAMs) to report airport conditions that impact operation of aircraft and ensures prompt communication to stakeholders when the Operations Supervisors are unable.

➢ Performs aircraft escorts on the movement area for aircraft under tow or being taxied to various parking positions around the airport.

➢ Creates, maintains, analyze, and other functions associated with GIS data, including but not limited to Part 77, assets, and navigational/visual aid interference evaluation.

➢ Analyzes and prepares information to support decision-making and data review.

➢ Monitors various systems and takes appropriate action, including stakeholder notification and preemptive planning or coordination.

➢ Provides support in recordkeeping and training requirements, including Part 139 recordkeeping, audits, emergency management, movement area, and other areas.

➢ Provides support in daily operations, projects, and emergency situations as required.

➢ Provides support using digital video surveillance system, access control, emergency notification, and mass notification systems.

➢ Escort vendors/contractors in terminal or air operations area.

➢ Attend a variety of meetings and ongoing training, including department, airport, and stakeholder.

➢ Performs inspections of terminal vendors and contractors. Works on assigned projects and/or project teams.

➢ Perform other duties as assigned.

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Qualifications:
Education:
➢ Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Business Administration, Aeronautical Science, or closely related field. Or Associate's Degree and two (2) years of experience in a communications center, airside operations, or landside operations.

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:
➢ Principles and practices of airport operations, airport security, and aviation management
➢ Modern safety principles, practices, methods, and techniques
➢ Administrative and clerical procedures and systems, such as word processing, file management, and other office procedures and tools

Skill to:
➢ Safely operate Authority vehicles and safely work around aircraft, moving equipment, and facility environments
➢ Operate modern office equipment
➢ Operate public safety and aeronautical radio systems
➢ Utilize variety of computer systems, programs, and software related to department activities and operations

Ability to:
➢ Work shifts, that include nights, weekends, and holidays.
➢ Learn and understand 14 CFR 139, 49 CFR 1542, and all other federal, state, and local rules, regulations, standards, guidance, directives, and other documents related to airport operations and security.
➢ Work effectively in groups and as an individual
➢ Express oneself clearly, both in oral and written form
➢ Establish and maintain effective working relationships
➢ Follow written and oral instructions
➢ Communicate clearly over telephone and radio systems
➢ Safely perform duties in the vicinity of aircraft, moving equipment, outside, and facility environments
➢ Analyze data from a variety of sources
➢ Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials

Interested Applicants can apply by following this link and completing the online assessments:

https://www.ondemandassessment.com/link/index/JB-GLZKRLNYK?source=Evergreen&u=137146