

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

Job Description

Specialist I, Noise and Environmental Programs

Reports to: Manager, Noise and Environmental Programs

Status: Non-exempt

General Description:

At the direction of the Manager, carries out assignments in participating in the operations of the Department such as: Monitor aircraft compliance with Airport noise rules; coordinate with field personnel and other departments to gather data for required recordkeeping activities and ensure ongoing compliance with local and State of California Rules and Regulations for Noise and Environmental.

Essential Job Functions:

Environmental Core Responsibilities

- At the direction of the Manager, assists with environmental field inspections for Stormwater permit compliance and other Environmental permits compliance to identify pollutants before they enter the storm drain system and provides consultation or expert advice to tenants to ensure corrective action and preventive measures are being utilized.
- Assists with hazardous waste/materials inspections to ensure compliance with CA Water Board, EPA, RCRA, California Code of Regulations (CCR), DTSC, CUPA.
- As instructed by the Manager, ensures all data submittals (includes but not limited to GSE and hazardous materials inventory) from tenants are collected, analyzed, and submitted on time for compliance with the various permits. Maintain complete and adequate records and documentation as required by law.
- Attend conferences or training to stay up to date with the various changes in regulations. Conferences or training may be out of State or weekends.
- Perform other related duties and responsibilities as assigned.
- Escort contractors as needed.

Noise Core Responsibilities

- Learns the capabilities and procedures of the Noise Monitoring system to create noise reports for staff and the community and ensure the data is accurately recorded by checking for discrepancies. Instructs other staff and noise system provider in technical aspects of operating equipment and analysis data and develops program to meet changing needs.
- Investigates noise complaints and as instructed by the Manager, respond to the public on

behalf of the Airport. Verifies the source of the disturbance based on the information gathered from the complainant; and educates the public on Airport's flight operations procedure and maintenance records to be in compliance with the California Noise Standards.

- Under the supervision of the Manager, investigate potential nighttime noise violations of the Airport's Rules and Regulations for jets and propeller aircraft and identify restricted aircraft during the Airport's Voluntary curfew hours.
- Prepares schedule changes analysis
- Process noise & environmental invoices and check requests as needed.
- Monitors the operation of remote Noise Monitoring Terminals (NMT) and troubleshoots problems to identify defective components.
- Perform other related duties and responsibilities as assigned.

Minimum Qualifications:

Employment Standards

- Possession of a baccalaureate degree in Environmental, Aviation/Business Administration or a related field; or equivalent work experience.
- One (1) year of Environmental or aviation experience, such as environmental inspections, environmental compliance, environmental sustainability, working with flight tracking equipment, airport traffic patterns, aviation regulations and noise abatement procedures airport landside or airside operations.
- Strong written and communication skills.

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.
- Multitask with a high degree of accuracy.
- Pay attention to detail while doing environmental inspections.
- Listen and watch for aircraft traffic while out on the field.
- Effectively communicate with a broad range of people who, in many cases, are approaching staff with a negative attitude toward the airport.

Interested applicants can apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-I0D834ZJS?source=HB-Website&u=137146>