

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
NOTICE OF JOB OPENING**

Job Posted: Wednesday, July 12, 2017

Deadline for Application: Tuesday, July 25, 2017

Applications will be accepted from 9:00AM – 3:00PM Monday thru Thursday in the Human Resources Office, located in Terminal – A, Mezzanine Level, 2491 Winchester Road or can be mailed to Attention Human Resources, 2491 Winchester Road, Suite 113, Memphis, TN 38116 or emailed to Apply@flymemphis.com.

ALL APPLICATIONS MUST BE COMPLETED THOROUGHLY

POSITION: OPERATIONS DUTY MANAGER
STARTING SALARY: (90%) \$32.66/HOURLY
JOB NUMBER: 0717-OPODM-13
NUMBER OF POSITIONS: ONE (1)
DEPARTMENT: OPERATIONS/PUBLIC SAFETY

JOB PURPOSE: Responsible for performing tasks related to the daily operations of the Memphis International Airport and for FAR Part 139 compliance on an assigned shift. Responsible for coordination of security and maintenance matters after normal work hours, weekends and holidays. Serves as a Duty Manager in the absence of senior management with responsibility for coordinating maintenance and security functions after daily work hours, weekends, and holidays.

ESSENTIAL JOB FUNCTIONS:

1. Acts as Manager on Duty in the absence of senior staff members.
2. Works cooperatively with the Manager of Operations in the preparation and maintenance of the Airport Certification Manual, Emergency Plan, Terminal Evacuation Plan, and other Part 139 required documents.
3. Maintains a working knowledge of FAR Part 139 and other federal aviation regulations pertaining to airfield safety. Works cooperatively with other departments to ensure compliance with applicable aviation, safety, and security regulations
4. In the absence of senior staff members, implements emergency plan and coordinates all operations.
5. Represents Airport Management at international arrivals requiring Customs Border Patrol and agriculture clearances.
6. Drives a vehicle and performs daily inspections of the runways, taxiways, ramps, and other airfield areas and makes periodic visual inspections of facilities, and construction areas. Uses manual dexterity to operate portable radios used to verbally communicate with supervisors, tenants and necessary airport associates.
7. Uses written communication to maintain a daily log of significant events and pertinent matters and reports matters to Airport Management or tenants as needed.

8. Maintains a current NOTAM file. Responsible for communication between Airport and FAA relative to airfield operating conditions.
9. Coordinates appropriate security, maintenance, and Communications Center functions with appropriate personnel to maintain continuity of work assignments. Uses written and verbal communication to assign job duties.
10. Coordinates appropriate action upon written and verbal requests from tenants, concessionaires and governmental agencies.
11. Uses written and verbal communication, telephones, portable radios, and facsimile machines to keep stakeholders and senior staff members informed, in a timely manner, of all important situations.
12. Receives comments, suggestions, and complaints from passengers and visitors and assists them when possible.
13. Uses normal attention with periods of high concentration intermittently. Works in an office environment and outdoor environments with exposure to all weather conditions.
14. Uses manual dexterity and visual observation to operate office equipment such as computers, telephones, facsimile machines, photo copiers, etc. and occasionally lifts files weighing up to 20 lbs.

OTHER JOB FUNCTIONS:

1. Performs special projects as assigned by the Manager of Operations.
2. Other job duties as may be assigned.

REQUIREMENTS:

KNOWLEDGE - Bachelor's degree in Aviation Management, Business Administration, Public Administration or a related field, two to three years' experience in an airport environment at a major airport, Operations experience preferred, and knowledge of emergency planning, airport operations, airport security and FAR parts 139, 1540, 1542 and 77. Requires good written and verbal communication skills, good supervisory and organizational skills.

MENTAL - Requires normal attention with periods of high concentration intermittently to conduct daily inspections, implement emergency plans, coordinate operations, and supervise the communication operators and communications control center.

PHYSICAL - Requires standing approximately 40%, walking 15%, sitting approximately 45%, occasional lifting of paper and files weighing up to 20 lbs. approximately 1% of time.

ENVIRONMENTAL - Requires capability of performing essential job functions in an office environment and some exposure to outdoor environments and all weather conditions.

MANUAL DEXTERITY - Requires using hands, arms and/or feet for operating office equipment such as computers, telephones, facsimile machines, photo copiers, etc., lifting paper and files, using a portable radio and driving a vehicle. Must have a valid driver license.

AUDIBLE - Requires ability to verbally communicate with tenants, supervisors and airport associates, assign job duties using verbal communication and communicate via portable radio and telephone.

VISUAL - Requires the ability to read documentation, perform inspections, monitor security and maintenance functions, operate office equipment such as computers and facsimile machines, and drive a vehicle.

SECURITY/SAFETY – Must successfully complete a fingerprint-based criminal history check and other security checks meeting TSA requirements to obtain a proper Airport Badge. Must follow all airport safety procedures and maintain focus on safety in the workplace. A strict adherence to all safety regulations will be required.

**WE ARE COMMITTED TO A DRUG FREE WORKPLACE, ALL JOB APPLICANTS
AND EMPLOYEES ARE SUBJECT TO DRUG TESTING AND FINGERPRINT-BASED
CRIMINAL HISTORY CHECK**

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY IS AN
EQUAL OPPORTUNITY EMPLOYER**

EOE, M/F, D/V