

GREENVILLE-SPARTANBURG AIRPORT COMMISSION POSITION DESCRIPTION	
POSITION TITLE: Operations Officer	DATE: 5/15/2017
DEPARTMENT/TITLE OF SUPERVISOR: Operations Manager	GRADE/LEVEL: 4 (Non-Exempt)

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Open until filled

Hiring Range \$40,125 – \$46,813

Position Summary (Primary Function)

Under direct supervision, performs assigned duties in the both the Operations Office and Airport Operation Center (AOC); manages use of airport facilities in accordance with established policies and procedures. Maintains airport compliance with Federal Aviation Regulation (FAR) Part 77 and 139, Transportation Security Regulation (TSR) Part 1542, and all other applicable statutes, regulations and requirements and ensures the safety and security of all airport users. Communicates and assists all airport stakeholders.

Responsibilities (Essential Functions)

- Coordinates airport operations during assigned shift, ensuring the safety and security of the public, tenants and airport staff
- Dispatching, monitoring, and coordinating radio communications with emergency personnel. Processing emergency telephone and other incoming phone calls
- Monitor the airport security access control system (ASACS) to include closed circuit cameras for entry to the airfield operations area (AOA)
- Monitor intrusion alarms, fire alarms, screening point alarms and any other alarm that may require an emergency response
- Querying SLED/CJICS (Criminal Justice Information System) computer files
- Maintains current knowledge of all Greenville-Spartanburg International Airport rules, regulations, and policies. Assists in establishing policies, procedures, and practices governing the operation of airport terminals, runways, roads, and grounds.
- Coordinates with the Facilities Department on airfield repairs; airfield lighting; janitorial; maintenance of main terminal and grounds
- Assists the Operations Department to ensure compliance with FAA and TSA regulatory requirements
- Under direct supervision ensures that all airport operations comply with FAR Part 139, Part 77, TSR Part 1542 and other applicable federal, state and local statutes and regulations.
- Assists with airport badging functions
- Under direct supervision assists in coordinating and monitoring airport construction activities

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- Under direct supervision conducts periodic, daily, and as necessary, continuous inspections of runways, taxiways and other airport facilities to identify and document damage, deterioration, debris, and other unsafe or non-compliant conditions
- Under direct supervision coordinates use of airport facilities by air carrier, air cargo, military and charter aircraft operators
- Trains and tests airport employees on movement area operating procedures
- Monitors and ensures safe vehicle operations on movement and non-movement areas
- Under direct supervision implements wildlife control procedures and ensures compliance with the Airport's Wildlife Hazard Management Plan and applicable Federal and State regulations
- Under direct supervision implements snow and ice control procedures and ensures compliance with the Airport's Snow and Ice Control Plan
- Issues and files Notices to Airmen (NOTAMS) to report all conditions that impact the safe operations of aircraft and ensures that they are promptly communicated to the FAA, air carriers and other airport users
- Enforces compliance with the Airport Rules and Regulations and the Airport Security Program
- Performs other functions as requested by the Director of Operations to ensure Airport compliance and the safety and security of airport tenants and the public

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Graduation from an accredited college or university with a Bachelor's Degree in aviation management or a related field
- Excellent verbal and written communication skills
- Good computer skills

Experience Requirements

- Minimum of One (1) to three (3) years' work experience in the aviation sector or related field preferred. Police and/or Fire (911) dispatching, military or telecommunications experience desired.
- Knowledge of personnel systems and job-relative FAA regulations.
- Considerable knowledge of safety regulations, occupational hazards and related safety precautions, and the ability to administer the airport safety program.

Special Knowledge, Skills, and Abilities

- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Word, Excel, and PowerPoint. Computer Aided Dispatch (CAD) preferred.
- This position requires skills in prioritization, organization, verbal communications, interpersonal relations, and the ability to manage multiple projects simultaneously.
- Ability to plan, organize, and set priorities.

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- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public

Supervisory Responsibility

- None at this time

Licenses Required

- Valid driver's license

Certifications Required

- Must complete the SC Criminal Justice Academy 911 Telecommunications Course or possess a Class 4 TCO Certification
- SC State Law Enforcement Division (SLED)/National Crime Information Center (NCIC) Certification
- The ability to obtain AAAE, Certified Member (C.M.) designation within twenty-four (24) months of employment

Latitude/Independent Judgment/Accuracy

- Diligence must be exercised when handling confidential information
- Reasonable care for equipment/process will prevent injury/damage
- Responsible for own work but must coordinate work with others

Working Conditions

- The Airport Operations Center operates 24/7; tours of duty to include weekends and holidays. Position requires rotating shift assignments and some overtime duty. May be subject to recall outside of scheduled tours of duty.
- The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 50 pounds.
- The noise level in the outside work environment can be moderate to loud based on location or the aircraft movement in the area.
- Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, grasping, and repetitive motions.
- Specific vision abilities include close, distance, color, peripheral vision, and depth perception. This employee is required to have the visual acuity to analyze data and figures and operate a computer.
- Mental and/or Visual Demand - mental and visual demands are high and vary with function performed. Consistent mental attention needed to respond safely and efficiently.

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- Attentiveness to work procedure in order to reduce potential risk of injury in work areas.
- Exposed to normal office environment and normal industrial environment.
- This position requires uncommon tours of duty to include but not limited to weekends and holidays, rotating shift assignments and overtime duty.
- This employee is subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.

Other Requirements

- Must be able to complete and pass a background investigation and drug screen as required by the Federal Government.