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## **Airport Operations Officer – Appleton International Airport**

### **PURPOSE OF POSITION**

The purpose of this classification is to perform a wide variety of specialized and detailed tasks in support of Airport Operations, Aviation Security, Public Safety and Emergency Preparedness. Works with limited supervision to operate and monitor airport security, safety and building control systems. Provides operational support to the public, airport tenants and airport personnel.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Ensures compliance with applicable federal certification and safety requirements for the operation of a Class I certificated airport as detailed in FAR Parts 77, 139;
- Ensures compliance with applicable federal regulations and procedures identified within the Airport Security Program, under Federal Regulation 49 CFR Part 1542;
- Represents the Airport in contacts with tenants, other agencies, the general public, and during special events;
- Conducts inspections of airfield pavements, navigation aids, safety areas, airspace above and near the Airport, landside roadways, public parking facilities, pedestrian areas, terminal building facilities, tenant leased facilities, perimeter security systems, and building structures;
- Ability to operate snow removal equipment and perform snow removal activities on the airfield as assigned.
- Identify facilities in need of repair, issue work orders, initiate & direct corrective action to resolve problems that arise during his/her work shift;
- Prepares shift reports, documents incidents, and records airport activities;
- Issues Notices to Airmen (NOTAMS) and conducts FICONS when hazards exist and may order all or a part of the Airport closed;
- Conducts routine friction testing on airfield surfaces during snow operations.
- Responds to aircraft incidents and accidents, medical emergencies, and other emergency situations on the Airport;
- Patrols airport perimeter and facilities, ensuring enforcement of all applicable safety and security rules and regulations;
- Assists in conducting detailed investigations and analysis of security breaches and violations;
- Assists with the airport security badging program. Ensures compliance with TSA regulations, ensuring logs, inspections and audits are completed within guidelines; issues airport security badges as applicable



- Monitors security operations and access control systems at all times including construction projects, special events, reduced/limited access control periods, and ensures compliance with the Airport Security Program;
- Performs wildlife mitigation functions in accordance with Airport Wildlife Hazard Management Plan. Utilize pyrotechnics and firearms in accordance with local, State and Federal requirements.
- Provide operational support by staffing the Public Safety Dispatch Center and Alarm Room during emergency situations to ensure effective communication and coordination.
- Performs other duties as assigned.

## **JOB REQUIREMENTS**

- Knowledge of FAA Advisory Circulars, FAR Parts 77, and 139, TSR Parts 1500, 1520, 1540, 1542, and 1544;
- Knowledge of Class I commercial airport and general aviation airports principles, best practices and operations;
- Knowledge of airport facilities, equipment, and tenant operations;
- Ability to coordinate airport certification program requirements with outside agencies and;
- Ability to drive and communicate in an airport environment under positive control of the Air Traffic Control Tower;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written procedures and/or oral instructions;
- Ability to communicate effectively, both orally and in writing, using both technical and non-technical language;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to exercise sound judgment and decision-making ability in all situations;
- Ability to establish and maintain effective working relationships;
- Ability to work shifts independently and in a team, days, evenings, nights, weekends and holidays in a 7-day, 24-hour operating environment;
- Ability to be on-call and available for recall upon short notice.
- Ability to observe and act on physical and environmental surroundings and changing conditions.
- Knowledge of Standard English grammar, punctuation and spelling and ability to perform arithmetic calculations
- Ability to effectively communicate with the public in a courteous, effective and tactful manner.



## **MINIMUM TRAINING AND EXPERIENCE**

- Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Business Administration or closely related field; One year of experience in airport operations at a commercial service airport; or any combination of education and experience that provides equivalent knowledge, skills and abilities;
- Within agreed timeframe, must obtain certification or ability to be certified by the FAA in aircraft firefighting and rescue.
- Successful pre-employment physical and drug test;
- Ability to pass a rigorous background security check to obtain and maintain a Security Identification Area (SIDA) badge. Valid WI driver's license required.
- Ability to obtain American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) – Operations certification within one (1) year of hire.
- Preferred but not required, Completion of ICS 100, 200, 300, 400, 700 and 800

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to comprehend and interpret a variety of documents including: Local Ordinances, state statutes, training reports, emergency and security directives and manuals, policy and procedure manuals, FAA and TSA regulations, and other data.
- Ability to prepare a variety of documents including annual reports, various financial forms, journal and inspections forms, etc.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record information. Ability to classify, compute and tabulate data.
- Ability to utilize a wide variety of descriptive data and information such as regulations, invoices, time sheets, billing statements, statistical summaries, meeting agendas, meeting minutes, FAA manuals, regulations, employee handbook, work schedules, non-routine correspondence and computer software operating manuals.
- Communicate in writing and orally in a clear manner with employees and members of the public, representatives of the Federal Aviation Administration, Transportation Security Administration, National Transportation Safety Board Officials, other law enforcement agencies, including the Secret Service, State Troopers, and local law enforcement.

### **JUDGEMENT AND SITUATIONAL REASONING ABILITY**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and /or judgmental criteria, as opposed to criteria which are clearly measurable.



## **PHYSICAL REQUIREMENTS**

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple or continuous adjustments such as: Motor vehicles, snow removal equipment, Airport rescue firefighting apparatus, aircraft Firefighting equipment and tools, radio communication equipment, computer terminal, telephone/cellphone, photocopier, and camera.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring high skills such as using long firearms and pyrotechnics.
- Ability to exert physical effort in work, typically involving some combination of climbing, crawling, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual and audio concentration.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Ability to visualize, when announced by pilot or tower, the aircraft position and path it will take approaching the airport and while moving on the ground.
- Frequent lifting and/or carrying of objects weighing up to 25 pounds. Occasionally lifting of up to 100 pounds' maximum.

*Pro-Tec Fire Services, Inc. is the leader in Contracted Aircraft Rescue and Firefighting (ARFF) since 1974. Visit us on Facebook, Instagram, and LinkedIn*  
*Pro-Tec Fire Services, Inc. is an Equal Opportunity and Affirmative Action Employer.*