

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Operations Specialist I	<b>DATE:</b> 6/1/13
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Operations / Airport Operations Supervisor	<b>GRADE/LEVEL:</b> 4 (Non-Exempt)

**Position Summary** (Primary Function)

This position is an entry level position and under direct supervision, 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 with all airport stakeholders.

**Responsibilities** (Essential Functions)

- Assists in establishing policies, procedures, directives, and practices governing the operation of airport terminals, runways, roads, and grounds.
- Maintains current knowledge of all Asheville Regional Airport Authority rules, regulations, directives, and policies.
- Coordinates with the Maintenance Department on airfield repairs; airfield lighting; janitorial; maintenance of main terminal and grounds, parking, and ground transportation.
- Assists the Operations Department to ensure compliance with FAA and TSA regulatory requirements.
- Under direct supervision, coordinates airport operations during assigned shifts, ensuring the safety and security of the public, tenants and airport staff.
- 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.
- Under the supervision of the Senior Airport Operations Specialist or Airport Operations Supervisor, conducts dispatching, communications, and airport badging functions, with duties performed in the Airport Communications Center and/or Airport Operations Center. Is trained to handle all equipment and situations in the Airport Communications Center and the Airport Operations Center (AOC).
- 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 non-movement and 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, FBO, and other airport users.
- Enforces compliance with the Airport Rules and Regulations and the Airport Security Program through the Violation Notice Program.
- Performs other functions as requested by the Airport Operations Supervisor or Director of Operations to ensure Airport compliance and the safety and security of airport tenants and the public.
- Assists with Charter Operations when needed.
- Capable of driving all necessary equipment, assisting passengers, and handling bags up to 50 pounds.
- Assists with Ground Transportation management and permit issuance and compliance.

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

- Graduation from an accredited college or university with a Bachelor's Degree in aviation management, business administration, or a related field preferred; or in lieu of a degree, a minimum of two years of full time work experience at a commercial service airport performing functions of a similar nature.
- Excellent verbal and written communication skills.
- Good computer skills.
- Excellent Interpersonal skills.
- Ability to manage multiple projects simultaneously.

**Experience Requirements**

- Any combination of education and experience that produces the required knowledge, skills, and abilities listed above.
- Minimum of One (1) to three (3) years of work experience in the aviation sector or related field preferred.
- Good computer skills.
- Ability to manage multiple projects simultaneously.
- 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.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to plan, organize, and set priorities.

**Special Knowledge, Skills, and Abilities**

- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Word, Excel, and PowerPoint.
- This position requires skills in prioritization, organization, verbal communications, interpersonal relations, and the ability to manage multiple projects simultaneously.
- Maintains a valid North Carolina driver's license.
- Ability to pass and maintain security clearance, including a criminal history background investigation.

**Supervisory Responsibility**

- None.

**Licenses Required**

- Valid North Carolina driver's license.

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**Certifications Required**

- The ability to obtain AAAE, Certified Member (C.M.) designation within twenty-four (24) months of employment preferred.

**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 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.
- 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.
- Will be subject to recall after normal duty hours.
- This employee is subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Required to work rotating shifts. On-call 24 hours, seven (7) days a week. May have to work longer hours to complete responsibilities and assignment.

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