

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Operations Specialist I	DATE: 12/12/2024
DEPARTMENT/TITLE OF SUPERVISOR: Operations / Airport Operations Manager	GRADE/LEVEL: 17 (Non-Exempt)

Position Summary (Primary Function)

This position is an entry level position, and under direct supervision of the Operations Manager. This position manages the 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 Greater 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.
- Coordinates airport operations during assigned shifts, ensuring the safety and security of the public, tenants, and airport staff.
- 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.
- Performs basic airport badging functions. Is trained to handle all equipment, software, and situations in the Airport Operations Center (AOC).
- Assists in coordinating and monitoring airport construction activities.
- 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.
- Coordinates use of airport facilities by air carriers, air cargo, military, and charter aircraft operators.
- Trains and tests airport employees on non-movement and movement area operating procedures.

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- Monitors and ensures safe vehicle operations on movement and non-movement areas.
- Implements wildlife control procedures and ensures compliance with the Airport's Wildlife Hazard Management Plan and applicable Federal and State regulations.
- 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 customer service functions in the airport including passenger assistance and crowd control.
- Performs other functions as requested by the Airport Operations Manager or Vice President 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.
- Other duties, as assigned.

Education & Experience 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.
- Any combination of education and experience that produces the required knowledge, skills, and abilities listed above.

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- Minimum of One (1) to three (3) years of work experience in the aviation sector or related field preferred.

Special Knowledge, Skills, and Abilities

- Knowledge of job-relative FAA regulations.
- Considerable knowledge of safety regulations, occupational hazards and related safety precautions, and the ability to administer the airport safety program.
- Excellent verbal and written communication skills.
- Good computer skills.
- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Word, Excel, and PowerPoint.
- Excellent Interpersonal skills.
- This position requires skills in prioritization, organization, verbal communication, and interpersonal relations,
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to manage multiple projects simultaneously.
- Ability to plan, organize, and set priorities.

Supervisory Responsibility

- None.

Licenses Required

- Valid state driver's license.

Certifications Required

- USDA Wildlife Certification, or obtain within 6 months of employment
- ACE Operations, 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.

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- Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, 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 functions 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 assignments.

Other Requirements

- Work required at other times for training, special events, irregular operations, inclement weather, and emergencies.
- Subject to emergency call backs for work.
- Subject to holiday work.
- This position is required to be onsite for snow events.
- Primary job functions require in-person/on-site work.
- This position is deemed essential.
- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.
- Must obtain and maintain Movement Area Driver's endorsement within 90 days of employment.
- This position must have a valid driver's license at all times, and be able to drive to various locations, on and off-airport premises.