

**POSITION DESCRIPTION  
COUNTY OF MONROE, INDIANA**

**POSITION:** Airport Operations Specialist  
**DEPARTMENT:** Aviation  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** September 1991  
**DATE REVISED:** March 2011, June 2019

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Airport Operations Specialist for Monroe County Aviation Department, responsible for inspecting and patrolling all airport facilities, grounds, and properties to ensure regulatory compliance with Federal aviation Regulation (FAR) Part 139, and other codes, procedures, regulations and policies, and taking necessary action.

**DUTIES:**

Maintains airport compliance with FARs Part 77 and 139, TSR 1540 series, and all other applicable statues, regulations and requirements to ensure safety and security of all airport users.

Compiles detailed and accurate reports, logs, maintenance requests, taking appropriate action to correct deficiencies.

Performs inspections of airport infrastructure including runways, taxiways, aprons, fuel facilities, mobile fuelers, and other areas in accordance with FAA certification standards for safety and compliance.

Performs wildlife management control, mitigation, and depredations, including using firearms, live rounds, pyrotechnic shells and pistols, traps/snares, and oxygen/propane fired systems.

Ensures safety of airport for aviation users by observing runway, weather, and airfield conditions, issuing accurate and timely airport condition reports including Notices to Airmen as required.

Provides proactive roving and immediate response coverage for airport complex to ensure safety and security, and compliance, responding to, investigating and documenting emergency, critical, or unusual events occurring on airport property and participating in Incident Command System.

Interacts with state, federal, and local agencies, and airport rescue firefighting units, performing duties and responsibilities as required during emergencies.

Properly operates various equipment and vehicles including tractor, backhoe, fork lift, bucket lift, paint striping machine, crack sealing equipment, mowers, light and heavy duty vehicles including dump trucks and snow removal equipment, performing equipment inspections and preventative maintenance as required.

Escorts and monitors individuals on airfield operations area in conjunction with special events, outside agency coordination and construction projects.

Assists in planning and performing general maintenance of airport facilities including but not limited to, electrical, plumbing, air conditioning, carpentry, painting, equipment repair, landscape and tree maintenance, irrigation control and maintenance, concrete and asphalt maintenance including patching, paving, and crack sealing, manual and automatic gate/lock systems, and fence repair.

Performs maintenance of runway, taxiway, field lighting systems, signs, and similar work, ensuring compliance with FAA requirements and regulations.

Responds to inquiries and requests from public, tenants, and outside agencies.

Assists with general oversight of airport and tenant construction projects for safety and regulatory compliance.

Serves as First Responder for aircraft emergencies. Conducts snow removal from airside and landside areas of airport as member of Snow Removal Team.

Performs related duties as assigned.

Responds to emergencies from off duty status.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma/GED. Associate's degree in Aviation Management, Airport Management, Business Administration or closely related field preferred, or an equivalent combination of education and experience.

Ability to obtain and maintain required certifications within specified deadlines including Aircraft Rescue Fire Fighter (FAA certification), Emergency Medical Responder (40 hour course), AAAE Basic ASOS, AAAE Airport Certified Employee – Operations, CPR, First Aid, AED, NIMS-700, ICS-100 and ICS-200.

Ability to complete initial and advanced training and seminars relating to airport operations, safety, and systems maintenance.

Working knowledge of the occupational hazards and safety precautions of airport maintenance.

Working knowledge of a building and crafts trades, including understanding of local and state codes relating to building construction, electrical, plumbing, carpentry, gas and electrical welding, roofing, and painting.

Ability to perform maintenance tasks as directed by oral and written directions and to interpret rough sketches and penciled layouts.

Ability to safely operate assigned vehicles, equipment, and tools, including tractor, backhoe, fork lift, bucket lift, paint striping machine, crack sealing equipment, mowers, dump truck, and snow removal equipment and vehicles.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to respond to airport emergencies on a 24-hour basis and work prolonged hours under adverse weather conditions.

Ability to work extended, evening, and weekend hours and serve on call.

Ability to travel out of town for training and seminars sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent is responsible for the safe and effective operation of a variety of equipment and vehicles to effect necessary repairs and maintenance of Airport grounds, pavements and buildings. Incumbent performs duties under moderate supervision, with specialized instructions and clarifications given in regard to unusual or difficult assignments. Majority of work is reviewed in process and upon completion. Care and skill is required in the operation of trucks

and equipment to ensure safety of self and others and protect Airport property. Work may involve making life determining action based on training and experience.

Reports directly to Airport Operations Manager.

**III. PHYSICAL EFFORT:**

Moderate physical effort is exerted by incumbent in the set up and operation of equipment, including bending, stooping and movement of extremities necessary to handle equipment controls. Moderate physical effort is frequently required for regular periods of time.

**IV. WORKING CONDITIONS:**

Incumbent performs majority of duties out of doors, in varying weather conditions, and is periodically exposed to excessive noise, dirt, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Operations Specialist for the Monroe County Aviation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print name

## NOTICE OF JOB OPENING

<b>Department Name:</b>	Monroe County Airport
<b>Position Title:</b>	Airport Operations Specialist
<b>Position Summary:</b>	Inspecting and patrolling all airport facilities, grounds, and properties to ensure regulatory compliance with Federal Aviation Part 139 regulations, and other codes, procedures, and policies, and taking necessary action. Assists extensively in the maintenance of Airport facilities and equipment.
<b>Qualifications:</b>	High school diploma/GED. Degree in Aviation Management, Airport Management, Business Administration, or closely related field preferred, or an equivalent combination of education and experience.
<b>Salary:</b>	\$20.12 per hour; 35 hours per week. Full benefits.
<b>Deadline for Application:</b>	Until filled
<b>Submit Resume and References to:</b>	<a href="mailto:airport@co.monroe.in.us">airport@co.monroe.in.us</a>

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**