



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## AIRPORT OPERATIONS SPECIALIST Burlington Airport

**POSTING DATE:** May 18, 2016

**RATE OF PAY:** \$21.9994/hour

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** May 27, 2016

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 16

**Union:** AFSCME

### APPLICATIONS CANNOT BE ACCEPTED AFTER DEADLINE DATE

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This position is responsible for assisting the Director of Airport Operations and the Operations Foreman in daily management of airport facilities, reviewing aeronautical conditions and making recommendations for operational safety.

#### Essential Job Functions:

- Conduct daily inspections of runways, taxiways, ramps and other aeronautical areas to in accordance with Federal, State and Aviation operational standards.
- Conduct wildlife management in accordance with BTV's Wildlife Hazard Management Plan; including the carrying and discharging of firearms, pyrotechnics and utilization of other wildlife management techniques.
- Operate runway, taxiway, and ramp surface equipment to determine and report field condition during air carrier operations.
- Make immediate and vital decisions affecting the continuation of air and ground operations during emergency conditions and snow removal operations in accordance with Part 139, 49 CFR 1542, and other applicable advisory circulars when applicable.
- Ensure the safe and secure operation of BTV by implementing and enforcing airport rules at the day-to-day operations level.
- Assist in coordinating the response to aircraft emergencies or aircraft in distress, HAZMAT Incidents, and medical emergencies with in the terminal in accordance to the operations section off the Airport Emergency Plan. Oversee the activities of all agencies to assure compliance with airport certification requirements and FAA standards.
- Under the supervision of the Director of Operations, maintain and update the FAA approved Airport Certification Manual.
- Monitor and transmit on the FAA local Common Traffic Advisory Frequency(CTAF), the FAA Boston Center Frequency, the airport local FM Frequency, and the airport maintenance local FM Frequency while ATC Tower is closed.
- Serve as Alternate Airport Security Coordinators (ASC) to communicate and cooperate on security as customer service matters with TSA, Airport Ambassadors, Police, Customs, Air Guard, Army Guard, and airport tenants. Monitor airport access control and closed-circuit television (CCTV).
- Respond to trouble alarms and tenant complaints.
- Ensure that all airport tenants, employees, and contractors who have a need to drive on the airfield side receive operations standard training course.
- Implement current Security Directives issued by the Transportation Security Administration.
- Ensure that ongoing airfield and terminal construction is interfaced smoothly and safely with air carrier and terminal operations by coordination with all parties concerned.
- Provide a variety of administrative support functions, including, but not limited to filing, copying, writing reports etc.
- Ensure that the public's concerns and interests, as they relate to Burlington International Airport, are met

in a timely and informative manner.

**Qualifications/Basic Job Requirements:**

- BA/BS in Aviation/Airport Management or related field required and six (6) months of experience as an Operation Specialist at a Part 139 air carrier airport preferred.
- Required to complete and pass Vermont Hunter Safety Course
- In depth knowledge of acceptable conditions for safe operation of aircraft required.

Possesses in depth knowledge of FAR part 139

Must have a working knowledge of TSAR Part 1540 and 1542.

- Must pass a ten year fingerprint based criminal background check and Security Threat Assessment (STA) for SIDA badge.
- Must pass a FAA approved drivers training course for Movement Area Operator certification.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public. Must maintain a valid driver's license.
- Ability to determine exact condition of all airport surfaces through visual inspection and reports from subordinates, pilots and other personnel.
- Ability to make safe and sound assessments and decisions under pressure of emergency situations such as snowstorms and aeronautical accidents.
- Strong communication skills, both oral and written, required.
- Must be able to work rotating shifts as required
- Ability to work independently required.
- Ability to work in all weather conditions required
- May be required to be on call.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.