



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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## AIRPORT OPERATIONS SPECIALIST BURLINGTON INTERNATIONAL AIRPORT

POSITIONS AVAILABLE: 1

**POSTING DATE:** February 13, 2014

**DEADLINE TO APPLY:** February 27, 2014

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

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

**RATE OF PAY:** \$20.17/hour

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION:** Grade 15, AFSCME

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

### ESSENTIAL FUNCTIONS:

- Conduct daily inspections of runways, taxiways, ramps and other aeronautical areas to in accordance with Federal, State and Aviation operational standards.
- 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.
- Oversee the activities of all agencies to assure compliance with airport certification requirements and FAA standards.
- 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.
- 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.
- Insure 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, etc.
- Insure that the public's concerns and interests, as they relate to Burlington International Airport, are met in a timely and informative manner.

### MINIMUM QUALIFICATIONS:

- 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.
- In depth knowledge of acceptable conditions for safe operation of aircraft required.
- Must pass a ten year fingerprint based criminal background check for SIDA badge.
- Must pass a FAA approved drivers training course for Movement Area Operator certification.
- 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.
- 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.

**To Apply: Submit cover letter, resume and a City of Burlington Application by to:** Human Resources Department, 179 So. Winooski Ave., 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.