

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT OPERATIONS SPECIALIST

Spec No. 1013

BASIC FUNCTION

Act as a direct representative of airside, terminal and landside management to support the County's Airport Operations functions. Ensures compliance with federal regulations pertaining to airports.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages the airports FAA Part 139 and TSA training programs; facilities FAA/TSA required training.
2. Implements and ensures compliance with all federal regulations pertaining to airport operations, safety, certification, wildlife hazard management, and security under FAA Part 139 and TSA 1542.
3. Oversees and updates Airport Certification Manual (ACM), Airport Security Program (ASP), and airport policies and procedures.
4. Manages hangar leases and tie-down spaces for tenants and businesses; performs hangar inspections and inventories.
5. Utilizes the radar flight tracking system to track noise complaints; responds to citizens' noise complaints and speaks to community groups regarding noise issues.
6. Maintains noise database and monitoring system software; determines needs and coordinates the acquisition and installation of noise monitoring hardware, software, and supplies.
7. Drafts and negotiates rates for easements of noise equipment.
8. Troubleshoots, configures and repairs radar flight tracking system; including remote noise monitors for proper functionality.
9. Responds to airfield incidents and recommends closures and reopening of airfield as necessitated by weather and emergency conditions; acts as a liaison between County departments, users, and governmental agencies to advice and address changing airport conditions.
10. Coordinates the investigation/response to security violations/breaches in accordance with the Airport's Security Plan.
11. Evaluates and implements planned and unplanned airside, terminal and landside closures and/or restrictions; coordinates and makes independent decisions to minimize impacts resulting from construction and maintenance, or other irregular situations; communicates

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

with airlines and tenants to mitigate operational impacts of maintenance repair work or construction activities.

12. Conducts airfield and airport facility inspections to ensure compliance; mobilizes and directs maintenance personnel to address airport deficiencies; monitors and evaluates runway conditions during snow and ice conditions; issues condition advisories via NOTAM Manager and/or verbal communications with FAA, airlines, and pilots.
13. Coordinates airport special events.
14. Administers the implementation and use of hardware and software for the assigned division, including adding in the configuration, data conversion, customization and administration of major software systems.
15. Administers technology purchases, documents registration and licensing agreements in accordance with Department of Information Technology (DoIT), division and department processes for ordering new hardware and software.
16. Participates in assigned technology coordination groups and project teams; communicates status and decision to management and other affected key partners.

STATEMENT OF OTHER JOB DUTIES

17. Provides emergency response escorts of non-badged personnel into the airport restricted areas as required.
18. Provides emergency management and incident command staff when required and communicates with management with real-time information of situational and condition affect the operation of the airport.
19. Prepares bids, requests for proposals and contracts; monitors the performance of various contractors; approves completed work and billing for services received.
20. Creates and edits various publications and articles for public release.
21. Assists with airport badging program, as needed.
22. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in Airport/Business Administration or related field; AND one (1) year of airfield operations experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Commercial service airport experience preferred.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required within thirty (30) days of employment.

Must obtain a concealed weapons permit within ninety (90) days of hire. Must pass a fingerprint-based Criminal History Record Check (CHRC) as required by TSA.

KNOWLEDGE AND ABILITIES

Knowledge of:

- airport operations rules, regulations, conventions and FAR Part 77
- FAR Part 139 standards and procedures
- FAA rules, regulations, and circulars
- TSA 1542 regulations
- FAA NOTAM Manager System
- Noise monitoring or basics of acoustics
- airport industry standards and principles of security and access control principles and practices of report writing and preparation
- current computer and software applications

Ability to:

- read, interpret, and apply technical material
- research and accurately assemble data in useable form
- troubleshoot technical/mechanical problems
- establish and maintain effective working relationships with peers, superiors and the general public
- communicate effectively verbally and in writing
- work independently and use good judgment when dealing with area residents
- perform in stressful situations and aviation-related emergencies in a professional manner
- make prompt decisions that are in line with airport policies and procedures
- evaluate and addresses issues when management staff is not available

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SUPERVISION

The employee reports to the Airport Operations Supervisor. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites. The employee will be required to work evenings, weekends and holidays as necessary. The employee will be assigned to do shift work to support a 24x7 schedule. Employee may be required to maintain an on-call status with the ability to respond in a timely manner.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1994

Revised: January 2000, June 2001, October 2016, October 2017

EEO Category: 2 - Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous