

OPERATIONS AND AIRPORT FACILITIES SPECIALIST

The Erie Regional Airport Authority (ERAA) has an immediate opening for an Operations and Airport Facilities Specialist.

To apply, please send resume and cover letter to kscharrer@erieairport.org no later than COB April 19, 2019.

POSITION DESCRIPTION

Under the direction of the Director of Operations and Maintenance and the Director of Public Safety and Facilities, the Operations and Airport Facilities Specialist performs liaison work with the FAA, ERAA and Airport Tenants. Inspects Airport Facilities for FAR 139 compliance (Airport Safety Self Inspection). Coordinates snow removal activities, airfield openings and closures. Responds to aircraft emergencies. Performs daily airfield condition inspections and issues Notice to Airmen (NOTAMS) reports. Investigates safety and maintenance complaints regarding the airport operating area (AOA) and enforces ERAA Rules and Regulations as well those issued by state, federal or local authorities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Enforces Airport Rules and Regulations issued by the ERAA, State, Federal and Local Authorities.
- Inspects Airport Operating Areas (AOA) for FAR 139 compliance: including daily safety inspections of runways and taxiways; debris or hazard removal and snow removal. Repair and maintenance of pavement, markings, lighting and signage located on the airport operating area (AOA).
- Snow and ice removal; generates current weather and pavement condition reports via the Digital NOTAM system, inspects and evaluates paved areas to determine quality and quantity of weather related debris and snow removal treatment activities, performs friction tests on runways pre- and post- treatment, provides escorts for tenant vehicles, and monitors snow storage areas and piles to insure they comply with visual and physical clearance required for aircraft operations.
- Monitors ramp areas for FAA, ERAA Ordinance and Security regulation compliance, construction site activity and conduct of tenants. Provides escorts on the AOA for vehicles and equipment.
- Mitigates waterfowl and wildlife hazards using a variety of approved tactics and equipment.
- Responds to airfield and aircraft emergencies, as an ARFF responder, in conjunction with the Airport Police Department. During emergencies, coordinates airfield access, establishes access routes, opens and closes portions of the airfield as dictated by the situation. Collects information and provides emergency related support to tenants and/or the general public impacted by the incident, providing vehicle escorts.

- Enforces TSA Part 1542 – Airport Security including the inspection of vehicles and people for proper permits and access credentials, Security Identification Area perimeter fence and access point integrity.
- Responds to and investigates complaints made by the public, tenants, vendors or Airport personnel. Collects data about various AOA related issues. Completes reports regarding daily activities, investigations and emergency situations.
- Periodic safety and quality control inspection of aviation fuel storage facility and fueling operations
- Safety and environmental compliance requirements as dictated by all regulatory agencies
- Evaluate, maintain and general repair of electrical, HVAC, plumbing and mechanical systems in all Airport buildings.
- Perform general maintenance on buildings and grounds of airport as directed, including but not limited to painting, carpentry, roof repair, changing light bulbs, mowing, seeding, re-sodding, weeding, planting, sweeping roads, parking lots and driveways

Education & Experience

Bachelor's degree with major course work in Aviation Management or a closely related field; **OR**

Bachelor's degree with one (1) year experience at a general Aviation or Commercial Service Airport in Airport Operations including experience conducting field inspections; **OR**

Bachelor's degree and must successfully complete and pass the AAAE Airport Certified Employee (ACE) Airfield Operations Program; **OR**

Three (3) years' experience at a general aviation or commercial service airport in Airport Operations including experience conducting field inspections, ensuring compliance to FAR Part 139 requirements, that includes enforcement of airfield rules and regulations in Airfield Operations. Must have successfully completed and passed the AAAE Airport Certified Employee (ACE) Airfield Operations Program.

Working Conditions: Rotating shift work required. Overtime, especially during the winter. Must work holidays and weekends as scheduled. Moderate public contact under potentially adverse conditions. Outside work in all types of weather. Sitting, bending, climbing, and standing for lengthy periods. Required to lift objects more than fifty pounds. Required to be able to operate fire equipment and perform rescue operations. Exposure to wet or humid conditions (non-weather); fumes or airborne particles; herbicides, pesticides, paint, roof compounds, cleaning supplies, solvents, glycol, fire retardants, motor oils and fuel; risk of electrical shock and vibration. The noise level in the work environment is medium to loud.

A valid driver's license and a safe, acceptable driving record. Ability to pass criminal history background check and obtain and maintain federally mandated security clearances required to work at an airport.

Must be able to qualify within 2 months of employment for ARFF certification, Airfield certification, and obtain a Class B Commercial Driver's License with air brakes.

