

## **Operations Officer**

*The Capital Region Airport Authority has an immediate opening for an Operations Officer.*



### **Position Summary:**

Under the supervision of the Operations Manager, the Operations Officer is responsible for the operation of the Airport Operations Area or Airport Operations Center during his/her assigned shift. Tasks included in this position include, but are not limited to, monitoring of airport security equipment, general dispatch duties, monitoring of airport airfield activities, conducting airfield inspections, and security patrols.

### **Responsibilities include but are not limited to:**

- Communicates effectively and prepares written reports and records information using computer systems.
- Reads regulations and complex documents.
- Analyzes data from a variety of sources and makes decisions accordingly.
- Handles all departmental telephone and radio traffic. Dispatches Public Safety personnel appropriately.
- Maintains the departmental daily log and other departmental records as required.
- Monitors the computerized access control system. Acknowledges alarms, sends commands, and dispatches officers as needed.
- Inputs data for badging files produces and issues badges, modifies computer files as needed.
- Maintains records of surfaces and areas within the Air Operations Area as required by FAR Part 139.
- Reports conditions to appropriate persons and agencies.
- Performs general clerical duties including the maintenance of departmental files and paperwork.
- Monitors any security or fire alarm equipment within the Airport Operations Center.
- Provides information and assistance to the general public and other agencies.
- Attends training as directed by the Operations Manager.
- Performs other duties as directed by the Operations Manager.

### **Preferred Qualifications:**

#### **Education:**

- Associates Degree or college coursework in a related curriculum.

#### **Experience:**

- Prior experience in airport operations as an Airport Operations Officer or equivalent.

#### **Other Requirements:**

- Must possess and maintain a valid Michigan Driver's License.
- Ability to pass an FBI fingerprint based criminal history background check and a TSA security threat assessment.
- Must be available 24 hours per day, 7 days per week. Accordingly, work schedule will vary depending on department requirements, but will include shift work, weekends, and holidays.

### **Compensation:**

Airport Operations Officers are paid between \$16.30 - \$21.84 per hour (\$33,904.00 - \$45,427.20 annually) with a comprehensive benefit package offering:

- BCBS Health Insurance
- Life Insurance
- Retirement Savings
- Dental Insurance
- Short and Long Term Disability
- Health Care Savings Plan
- Vision Insurance
- Flexible Spending Accounts
- Paid Time Off

### **To Express Interest:**

Email your cover letter and resume to [hr@craa.com](mailto:hr@craa.com) for consideration. Due to the volume of submissions, only candidates being considered for the position will be contacted. This position will remain posted until filled.