

# Operations Officer



## **GENERAL SUMMARY**

Under the supervision of the Operations Manager, the Operations Officer is responsible for coordinating airport operations during their assigned shift. Tasks include, but are not limited to, monitoring of airport security equipment, answering telephones and radios, dispatching personnel to routine and emergency calls for service, monitoring and reporting airport conditions, and conducting airfield inspections and security patrols.

## **ESSENTIAL FUNCTIONS**

- Under direct supervision, coordinates airport operations during assigned shift, ensuring the safety and security of the public, tenants, and airport staff.
- Ensures that all airport operations comply with FAR Part 139, Part 77, TSR Part 1542 and other applicable federal, state, and local statutes and regulations.
- Conducts inspections of runways, taxiways and other airport facilities to identify and document damage, deterioration, debris, and other unsafe or non-compliant conditions.
- Conducts communications with ATCT, Public Safety, Airport Maintenance, various tenants, and the general public.
- Actively monitor security access control and CCTV systems.
- Coordinates and/or directly responds to airport emergencies.
- Coordinate and/or monitor airport construction projects.
- Assists with coordination of airport facilities by air carrier, air cargo, military and charter aircraft.
- Monitors and ensures safe vehicle operations on the movement and non-movement areas.
- Implements wildlife control procedures and ensures compliance with the Airport's Wildlife Hazard Management Plan and applicable federal and state regulations.
- Implements snow and ice control procedures and ensures compliance with the Airport's Snow and Ice Control Plan
- Issues Notice to Air Missions (NOTAMs) to report all conditions that impact the safe operations of aircraft and ensures that they are promptly communicated to the FAA, air carriers, and other airport users.
- Monitors for compliance and enforces terms of the Airport Minimum Standards, Airport Rules and Regulations, Airport Certification Manual, and Airport Security Program.
- Performs other duties as assigned.

## **EMPLOYMENT QUALIFICATIONS**

### **Education:**

- Bachelor's degree in aviation, business, or related field is preferred.

### **Experience:**

- Prior airport experience in Airport Operations or Administration is preferred.
- Prior aviation communications experience is preferred.
- Proficient with the use of a computer and common software programs and applications.

## **COMPENSATION**

The Operations Officer is a non-exempt position with a pay range of approximately \$21.44 - \$27.38 per hour and a comprehensive benefit package offering:

- BCBS Health Insurance
- Life Insurance
- Paid Time Off
- Deferred Compensation (457) Plan
- Dental Insurance
- Short and Long-Term Disability
- Health Care Savings Plan
- Vision Insurance
- Flexible Spending Accounts
- MERS Retirement Program

## **HOW TO APPLY**

Please submit in PDF format or Word document a cover letter, resume, and references w/contact information to [hr@craa.com](mailto:hr@craa.com). The Authority is seeking prospective candidates in order to be ready to fill positions as they become available.