

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Airfield Operations Specialist (Lead)

CLASS CODE: 1635

GENERAL DESCRIPTION OF DUTIES:

Incumbents monitor airport operations for compliance with FAA rules and Airport Authority policies and regulations to ensure safety and efficient operations.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the General Administrative Series – Airport Management Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for monitoring airport operations and responding to conditions/emergency situations to ensure safe efficient operations of airfield, terminal and surrounding areas.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Monitors airport communication system and responds to all airfield and terminal emergencies. Collects and analyzes information related to emergency and directs appropriate response.

Inspects airfield, terminal and airport areas for compliance with FAA rules and airport policies and regulations. Conducts friction tests on runways, assesses runway snow conditions, monitors weather conditions and runway temperatures.

Responds to and resolves tenant concerns, conflict, complaints and requests or refers to appropriate person or agency.

Documents airfield conditions. Updates airport certification manual. Issues airfield condition reports to FAA.

Advises management of potential problems and public relations of potential media issues.

Monitors wildlife activity for potential conflict with airfield activities and disposes of wildlife.

Approves and regulates off-gate aircraft parking.

Notifies management to resolve more complex emergencies and incidents.

Teaches classes in ramp, airfield and radio familiarization.

Escorts contractors and others not on airport communication system on airfield.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, tenants, contractors, airport employees and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as two-way radio, motor vehicle, friction tester, computer terminal, photocopier, printer, calculator and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as airport communications, FAA regulations, airport rules/regulations, activity logs, airfield inspection reports, friction test reports, weather forecasts, wildlife control handbook, maps, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, potential violence.

Physical Requirements:

Requires the ability lift objects posing a hazard on the runway weighing up to twenty (20) pounds.

Requires the ability to stoop to collect objects from runway and climb stairs.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks to distinguish airfield markings, detect fuel/oil spills and communicate with others.

EDUCATION AND EXPERIENCE STATEMENT:

A Bachelor's degree in Aviation Management, Aeronautical Administration or a related field, plus one (1) year of full-time paid experience monitoring airport operations for compliance with FAA rules and airport policies and regulations to ensure safe and efficient operations; or an equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

Must possess a valid driver's license at the time of filing application and be able to present it at the Oral Interview.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.