

**SIOUX FALLS REGIONAL AIRPORT
JOB SUMMARY**

JOB TITLE: Airport Operations Specialist

DEPARTMENT: Operations

REPORTS TO: Operations Supervisor

PAY RATE: Starting at \$28.49/hr.

POSITION SUMMARY:

Under the general supervision of the Operations Supervisor, monitors the day-to-day airside and landside operations of the airport, including the airfield, buildings and other facilities, and personnel operating on the airport for compliance with FAA, TSA, and Airport Authority rules and regulations. Assists in the development and maintenance of manuals and plans required by the FAA, TSA, and Airport Authority. Maintains daily contact with airside and landside contractors to ensure coordination with airport operations. Assists Airport Security with vehicle inspections, monitoring, and responding to alarms. Assists with winter operations to include snow removal and airfield assessments. Responds to airside incidents and emergencies. Provides training to contractors and personnel with duties under the airport certification manual and other plans. Also utilizes airfield monitoring software including VEOCI airfield inspection program, electronic NOTAM issuance, and runway friction testing equipment. May also assist with Terminal IT programs/systems and airfield maintenance tasks.

PRIMARY JOB FUNCTIONS (Duties include, but are not limited to):

1. Perform and document all required Part 139 inspections and ensure the Airport's compliance with Part 139 and the Airport Certification Manual including daily, special, periodic, wildlife, and construction inspections.
2. Complete a daily checklist of required items and log tasks that are completed.
3. Respond to airfield incidents and emergencies.
4. Issue work orders and relevant NOTAMs for unsafe or abnormal conditions in both airside and landside environments.
5. Inspect completed work and work orders for accuracy.
6. Perform wildlife mitigation activities including hazing and depredation as necessary with guidance and support from the Airport's wildlife biologist.
7. Communicate with ATCT, SDANG, airlines, and other stakeholders regarding any issues on the airfield that may affect operations.
8. Performs required Part 1542 inspections and ensure the airport's compliance with TSR 1542 and the Airport Security Plan including performing vehicle inspections, conducting perimeter fence inspections, reviewing/monitoring CCTV, and responding to security alarms.
9. Conducts inspections and assists with compliance of Airport's Stormwater Pollution Prevention Plan and relevant environmental and discharge permits.
10. Assist with implementation and use of the Airport's Safety Management System (SMS) program.
11. Provide excellent customer service and assist the general public, tenants, and other Airport staff.
12. Use professional and courteous verbal and written communication.
13. Conduct security inspections of the airport's parking lots, buildings, and perimeter fencing.

14. Conduct snow removal operations including the operation of snow removal equipment (including but not limited to loaders, skid steers, sweepers, plows, rotary plows, and friction measuring equipment).
15. Conduct grass mowing operations in both airside and landside areas.
16. Assist Operations Administrator with IT related issues as needed.
17. Assist with airfield maintenance tasks including, but not limited to, mowing operations and airfield painting.
18. Other duties as assigned

JOB QUALIFICATIONS:

1. Bachelor's Degree, preferably in Aviation Management, Airport Management, or similar. One year of practical, real-world experience may substitute for each year of study towards a Bachelor's Degree.
2. Good English language skills, including speaking, spelling, punctuation, and grammar. Must have the ability to prepare and deliver effective oral and written reports and presentations, ability to work in a group setting, and the ability to maintain working relationships with airport tenants, employees, and the general public.
3. Working knowledge of the Microsoft Office Suite.
4. Must be able to work outside in all weather conditions with exposure to high noise levels.
5. Must possess or be able to obtain within 30 days of hire a valid state driver's license.
6. Must pass a fingerprint-based CHRC and STA.
7. One year or more of hands-on airport operations experience, preferably at a commercial service airport, is preferred but not required.

WORK SCHEDULES:

Operations Specialists cover a 24-hour schedule which includes holidays, nights, and weekend work. Applicants must be able and willing to work any and all shifts, including overtime during inclement weather, airfield emergencies, or to cover shifts for co-workers.