



**Gainesville Regional Airport
Human Resources Department
3880 NE 39th Avenue, Suite A
Gainesville, FL 32609**

JOB DESCRIPTION

POSITION: AIRPORT OPERATIONS AGENT II

DEPARTMENT: OPERATIONS (300)

NATURE OF WORK

This position is responsible for enforcing Airport rules and regulations and performing airfield, perimeter, security, fuel farm, parking lot, taxicab queue area, terminal facility and related inspections and duties.

OVERALL OBJECTIVE OF JOB

Provide smooth operation of duties related to the above-described Nature of Work activities.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its additional training/educational requirements and responsibility for performing airfield movement area safety inspections, fueling facility and fuel quality inspections and responsibility for issuance of related Notices to Airmen (NOTAMs) security and rule enforcement.

FLSA CLASSIFICATION: Non-Exempt

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

1. Inspects airfield, terminal, perimeter and grounds for compliance with airport rules, standards and applicable regulations.
2. Monitors and enforces airport rules and regulations regarding persons and vehicles operating in secured areas verifying identification and operating credentials.
3. Monitors and manages wildlife.
4. Issues Notice to Airmen (NOTAM) when appropriate.
5. Presents various training programs to tenants and employees.
6. Removes Foreign Object Debris (FOD) from Airport Operations Areas (AOA) including taxiways, runways and aprons.
7. Performs minor clean-up on AOA and aprons.
8. Submits daily activity and inspection reports and other records.
9. Submits incident reports, as needed.
10. Submits maintenance requests based on observations and results of inspections.

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

11. Performs fuel farm management duties, to include inspection of fuel storage and dispensing equipment, fuel quality control checks, fuel acceptance checks and inventory validation activities.
12. Monitors ground transportation activities; enforces airport regulations.
13. Monitors employee and customer parking; enforces airport regulations. Writes warning and parking citations.
14. Participates in Emergency Plan and Airport Security Program exercises.
15. Responds to parking lot and terminal accidents/incidents and responds to emergency aircraft accidents/incidents until supervisory personnel arrive.
16. Responds to security incidents, protecting airport interests until supervisory personnel arrive.
17. May be required to monitor Sterile Area passenger exit lanes.
18. Assists the Airport Security Coordinator with record keeping.
19. Performs airfield and terminal security inspections.
20. Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

1. May be required to perform security officer duties, as required.
2. May occasionally chauffeur other employees, depending upon assignment and work location.
3. May occasionally escort vendors or contractors, depending upon assignment and work location.
4. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or possession of an acceptable equivalency diploma, and one (1) year experience related to aviation or experience in an airport environment or graduation from an accredited 2 or 4-year college program in Aviation Management, Aeronautics or a related field may be substituted for experience.
- Ability to acquire the skills necessary to operate vehicles and equipment on active airfield and surrounding property safely and without threat to aircraft, people and self.
- Physical strength and agility sufficient to permit working with equipment or objects weighing over 30 pounds.
- Must be able to read and understand the English language in a proficient manner and speak English in an understandable manner in order to carry out essential job duties.

OTHER QUALIFICATIONS

- Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

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- Compliance with all personnel policies.
- Must be able to successfully pass a fingerprint-based criminal history records check, TSA Security Threat Assessment and personal background check prior to employment.

LICENSES/CERTIFICATES

- Valid Florida Driver's license required.
- Ability to obtain Class D Security Officer's license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to follow oral and written instructions.
- Ability to write simple and concise reports.
- Ability to function independently, have flexibility, and work effectively with clients, co-workers and others.

NOTES

- Work requires emotional stability, physical strength and agility and average endurance.
- Work requires performance of tasks outdoors under varying climactic conditions.
- Work may require performing tasks in close proximity to aircraft ground operations or vehicle traffic.
- Work may require exposure to prolonged high noise levels.
- Work may require exposure to hazardous conditions and noxious chemicals.
- Additional requirements may be specified depending on needs of department.
- Consent to random drug testing may be required

SELECTION FACTORS

- Ability to operate work related equipment.
- Ability to read and interpret sketches, diagrams, and blueprints.
- Ability to work effectively with co-workers and the general public.
- Ability to communicate effectively, both orally and in writing.
- Job may require employee to work overtime, nights, weekends and holidays as needed.
- Must have customer service skills, be dependable and operate with professionalism and integrity.

Chief Executive Officer: _____/_____
Date