



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 926.2

Job Title: **AIRPORT OPERATIONS SPECIALIST**

Pay Grade: 17

GENERAL SUMMARY:

Maintains a safe and secure airport environment by conducting inspections of land side operations and aircraft operating areas. Performs supporting security and operational activities.

RESPONSIBILITIES:

- Inspects airfields and airport terminal areas and the perimeter to ensure a safe and secure environment. Prepares inspection reports. Reports unsafe conditions and policy/procedure violations and initiates enforcement actions.
- Maintains constant surveillance and radio contact with the Control Tower. Identifies and anticipates operational, safety and security concerns and initiates corrective action.
- Meets and communicates with airline, tenant and airport personnel and resolves problems with airport customers and tenants.
- Observes and reports tenant and airline activities to ensure compliance with airport leases, contracts, standards and policies/procedures. Reports violations to supervisor.
- Performs airfield safety activities, such as monitoring construction and maintenance work activities in operational areas, removing birds and animals from runways and notifying airline personnel and TSA of dangerous runway conditions.
- Initiates NOTAMS as required by federal regulations and maintains operations log of airfield activities.
- Performs and maintains reports on security activities. Communicates and implements the airport security incentive program.
- Performs and reports traffic and curbside management duties. Enforces parking regulations and issues parking citations. Initiates vehicle tows.
- Contributes to the team effort by performing related duties as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field.

LICENSE/CLEARANCE:

Requires a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances for working at an airport.

SPECIFICATIONS: (continued)

EXPERIENCE:

Six months of experience in airport operations, airport security or airport safety are required.

Directly related professional experience in airport operations/security may substitute for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate of heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Airport Operations Assistant
Airport Operations Specialist
Airport Operations Coordinator
Airport Operations Supervisor

Effective Date: October 1990

Revised Date: August 2004