



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 926.3

Job Title: **AIRPORT OPERATIONS COORDINATOR**

Pay Grade: 20

GENERAL SUMMARY:

Maintains a safe and secure airport environment by conducting inspections of air side and land side operations and coordinating operational or security activities.

RESPONSIBILITIES:

- Inspects aircraft movement areas to ensure a safe and secure environment and initiates corrective actions. Prepares inspection reports. Reports unsafe conditions and policy/procedure violations.
- Identifies and anticipates operational, safety and security concerns by maintaining constant surveillance and radio contact with the Control Tower. Initiates corrective actions.
- Conducts communications with airline, tenant and airport personnel and resolves problems between airport customers and tenants.
- Monitors construction and maintenance work activities in operational areas to ensure a safe environment and reviews construction plans for compliance with policies and procedures.
- Initiates NOTAMS as required by federal regulations and maintains an operations log of airfield activities.
- Coordinates traffic and curbside management duties. Enforces parking regulations and issues parking citations. Initiates vehicle tows. Attends hearing regarding enforcement activities.
- Acts as field security liaison during emergencies. Commands operational activities and maintains order during aeronautical-related emergencies, following the Airport Emergency Plan and other airport rules and regulations.
- Participates in period tabletop or field exercises and tests of response resources.
- Resolves problems and complaints from airport customers and tenants. Meets with airport tenants to explain airport policies and lease provisions.
- Observes and reports tenant and airline activities to ensure compliance with airport leases, contracts, standards and policies/procedures. Identifies violations and ensures penalties are carried out.
- Leads, assigns tasks and trains lower level security, communications and operational personnel. Coordinates work with the identification badging unit.
- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements. Advises airport management on needed action.
- 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.

SPECIFICATIONS: (continued)

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.

EXPERIENCE:

Two years of progressively responsible experience in airport operations, airport security or airport safety are required.

Directly related professional experience 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 cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

May involve general scheduling and review of work as a "working supervisor" or lead person on a shift.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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 eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

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