



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 926.1

Job Title: **AIRPORT OPERATIONS ASSISTANT**

Pay Grade: 13

GENERAL SUMMARY:

Assists in maintaining a safe and secure airport environment by conducting inspections of terminal and land side operations. Performs supporting security and operational activities.

RESPONSIBILITIES:

- Inspects airport terminal areas and tenant facilities to ensure safe and secure land side operations. Prepares inspection reports. Notifies supervisor of unsafe conditions and policy/procedure violations.
- Observes and reports tenant and airline activities to ensure compliance with airport leases, contracts, standards and policies/procedures. Reports violations to supervisor.
- Supports operations activities, such as responding to routine customer questions and calls for assistance, observing safety inspections of aircraft movement areas and becoming familiar with air side operations and communications activities.
- Performs and maintains reports on security activities, such as inspecting security alarm doors, monitoring the perimeter of terminal areas, monitoring radio communications and closed circuit televisions and performing identification badging activities.
- 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.

EXPERIENCE:

No experience is required.

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

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytical ability, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

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 involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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