CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 927.1

Job Title: **AIRPORT OPERATIONS COORDINATOR - AIRSIDE**

Pay Grade: 21

GENERAL SUMMARY:

Under general supervision of the Airside Operations Supervisor, assist with the day-to-day management of the airport's airside operations. Performs inspections of airport operations and tenant areas, assists with emergency response, wildlife management, coordinates work with other airport sections, enforce policies, and monitors compliance with airport and federal regulations to ensure the safety and security of the airport.

RESPONSIBILITIES:

- Ensures compliance with Title 14, Code Federal Regulations (CFR), Part 139 (14 CFR Part 139) by conducting daily inspections of runways, taxiways, ramps and other aeronautical areas to ensure compliance with applicable 150 Series Advisory Circulars (ACs), federal and state regulations and the Airport Certification Manual. Reports unsafe conditions and initiates corrective actions to mitigate hazards.

- Coordinates the response to aircraft emergencies or aircraft in distress, Hazardous Material incidents and medical emergencies in accordance with the Airport Emergency Plan adhering to National Incident Management System methodology. Oversees activities to assure compliance with airport certification requirements and Federal Aviation Administration standards and serves as airport field representative until relieved by supervisory authority.

- Identifies and anticipates operational and safety concerns by maintaining continuous surveillance and radio contact with the control tower.

- Conducts airfield tenant fuel inspections per 14 CFR Part 139.321, National Fire Protection Association 407 and local codes. Recommends corrective actions and enforces regulations. Ensures required fueling training is properly recorded and maintained.

- Coordinates and monitors daily work on and/or near the AOA (Airport Operation Area) with other airport sections, FAA, and other airfield stakeholders to ensure a safe operating environment. Initiates minor corrective actions with the related groups.

- Monitors construction personnel activities on and near the AOA to ensure a safe operating environment. Ensures compliance with AC 150/5370-2, Operational Safety on Airports During Construction.

- Conduct wildlife management in accordance with the Wildlife Hazard Management Plan and 14 CFR Part 139.337 including the carrying and discharging of firearms, pyrotechnics and utilization of other wildlife management techniques.

- Prepares and maintains inspection reports and operations logs utilizing computer and/or written formats.

- Participates in periodic tabletop and full-scale emergency exercises and tests the response of resources.

- Initiates communications with airlines, tenants and airport personnel to resolve problems pertaining to airside operations and to explain airport policy and lease provisions.

RESPONSIBILITIES: (continued)

- Responds to off airport locations as needed to investigate and correct possible airspace violations and penetrations following 14 CFR Part 77.

- Enforces airfield safety, operational and parking regulations. Recommends issuance of NOVs (Notice of Violation) as required for airside violations and infractions. Attends hearings regarding enforcement activities.

- Observes and reports airline and tenant activities on and near the AOA to ensure compliance with airport leases, contracts, standards and policies/procedures.

- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements.

- Contributes to the team effort by completing projects and performing other related duties as assigned to enhance safety, security and productivity.

SPECIFICATIONS:

KNOWLEDGE:
Requires an Associate's degree in Aviation Management, Aeronautics, Airway Science, Business Administration, Public Administration or a related field.

EXPERIENCE:
Four years of progressively responsible experience in airport operations and/or maintenance of an airport. A Pilot's certificate, Control Tower Operator certificate, industry specific certifications (Certified Member, Accredited Airport Executive, International Airport Professional or Airport Certified Employee) and/or directly related military experience may also be considered.

SUBSTITUTION:
A Bachelor's degree in Aviation Management, Aeronautics, Airway Science, Business Administration, Public Administration or a related field may be substituted for two years of the experience requirement.

Experience in a lead or supervisory capacity may be substituted for the education requirement on a year-for-year basis.

LICENSE/CERTIFICATION:
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.

COMPLEXITY:
Work consists of standard procedures and tasks where moderate to complex analytic ability is required in following regulations, 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.

SPECIFICATIONS: (continued)

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 barricades, construction cones or equipment (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 heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as paints and 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. This is a safety impact position and Tier I designation.

JOB FAMILY:
Airport Operations Coordinator - Airside
Airport Operations Supervisor - Airside
Division Manager

Effective Date: May 2020
Revised: June 2023