

AIRPORT OPERATIONS COORDINATOR

The Airport Operations Coordinator is a “non-exempt” position authorized by the March Joint Powers Authority (JPA) and appointed by the Executive Director of the JPA. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Personnel Policies" approved by the March Joint Powers Commission (JPC).

POSITION

The Airport Operations Coordinator is a non-exempt clerical position. Under direct supervision of the Airport Director, this position is responsible for the administrative and professional duties assisting in the day-to-day airport operations and managing the use of airport facilities in accordance with established policies and procedures and will be required to meet all administrative and clerical needs in an accurate and timely manner.

The Airport Operations Coordinator assures continuous safety and security compliance with Federal Aviation Regulation (FAR) Parts 77 and 139, Transportation Security Regulation (TSR) Part 1542, in addition to all other applicable statutes, regulations and requirements.

QUALIFICATIONS

Required/Desirable/Preferred Background:

1. High School Diploma or GED Equivalent;
2. Associate's degree from an accredited institution in Airport or Aviation/Aerospace Management, Aviation/Aerospace Science, Business or Public Administration, or closely related field *highly desirable*;
3. A minimum of 2 years experience in Aviation, Airports, FBO, Airlines or associated military experience is required;
4. Familiarity with CFR Part 139 and Part 1542, associated Advisory Circulars and the Airport Certification Manual; and
5. Knowledge of Western Riverside County desirable.

Licenses and Certificates:

1. Valid California Driver's License (CDL) or ability to obtain CDL and be insurable;
2. Able to pass required background checks both internal, State and Federal enabling issuance of airfield non-escorted badge media; and
3. Sensitive Security Information and Airport Security Coordinator Certification preferred.

Other Considerations:

1. Demonstrated ability to work with minimum direction and supervision;
2. Technically savvy with ability to learn and work with desktop computers and

- highly specialized software;
3. Maintain a high level of confidentiality;
 4. Ability to be flexible in work scheduling and hours of work; and
 5. Ability to learn and understand public policy and the activities of the March Joint Powers Authority and March Inland Port Airport Authority.

Administrative Skills:

1. Type at the minimum rate of 40 words per minute;
2. Proficient experience with desktop computers and office applications, including knowledge of Microsoft Office, Outlook or comparable computer software as well as copiers, printers, calculators and cell phones;
3. Knowledge of filing and detailed record-keeping procedures;
4. Effectively communicate orally and accurately read and write;
5. Knowledge of audio-visual discrimination and perception for operating assigned vehicle and radios; and
6. Read, understand and interpret sketches, diagrams and blueprints.

Environmental and Physical Capabilities:

1. Must be able to walk, crawl, crouch down, kneel and climb;
2. Must be able to lift 30 or more pounds;
3. Must move tools and equipment;
4. Adapt to changing outdoor work environments including inclement weather conditions; and
5. Ensure and maintain a high level of personal safety/danger awareness while working around high electrical voltage, light and heavy machinery and noise from an airport flight line environment.

POSITION RESPONSIBILITIES

Following is a list of duties that are representative of the Airport Operations Coordinator job responsibilities but not all inclusive to the position.

Major administrative work will include, but not be limited to, CHRC's, badge issuance and security and driver's training, FAA and TSA reporting, airport billing, annual manual reviews and certifications, Local, State and Federal permit compliance and annual reporting, impeccable record keeping to effectively ensure positive audits results and other assigned administrative functions that may be necessary.

Other duties include periodic, daily, and continuous airfield and facilities inspections for unsafe or non-compliant conditions; actively monitoring flight operations statuses, weather, work order requests and local air traffic (ATC) radio communications.

Coordinate and monitor airport construction activities; provide high levels of customer service in responding to questions and inquiries from the public, airport stakeholders, and/or governmental regulatory agencies.

Professionally and with great fortitude, effectively enforce Airport Rules and Regulations. Identify airfield maintenance needs and report to Airport Director for corrective action. Legibly and accurately record information on various report forms. Communicate using a two-way radio system. Establish and maintain effective working relationships with those contacted in the course of work.

ADDITIONAL KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of operations, services and activities of airfield grounds and maintenance programs. Knowledge of materials, methods, practices and equipment used in airfield maintenance, construction and repair activities. Knowledge of airport administrative record keeping requirements.

Knowledge of federal laws, codes, regulations and guidelines pertaining to airfield operations, occupational hazards and standard safety precautions necessary in the management of the work.

Knowledge of Best Management Practices surrounding prevention of environmental impacts on the Airport, identify conditions and ensure Permit(s) compliance by all tenants and users. Some physical sampling as may be necessary.

Administrative/Clerical:

- Draft letters, reports, emails, etc;
- Maintain files and other vital and confidential records;
- Respond to generalized information requests in a timely manner;
- Schedule and maintain calendar of meetings and appointments for Airport Director, if needed.
- Make routine local deliveries and pick-up materials in assigned vehicle(s);
- Ensure all office equipment is in working order and supplies are maintained;
- Maintain and track various agreements, files and databases as needed.
- Attend JPC and various Committee meetings as requested;
- Carry out all public policies as set by the Commission or staff.

The preceding description of duties is not all-inclusive. The Airport Operations Coordinator must be flexible and able to provide assistance with various other activities that may prove to be beneficial to the goals of the March JPA.

SUPERVISION AND AUTHORITY

The Airport Operations Coordinator is supervised by the Airport Director.

The Airport Operations Coordinator is authorized to carry out business required by the March JPA. This includes, but may not be limited to all airport related functions, administrative duties and clerical responsibilities, and other duties needed to carry out daily activities of the March Inland Port Airport.

PROBATIONARY PERIOD

The Airport Operations Coordinator will enter a probationary period on the first day of employment lasting for one year. A satisfactory review at that time will result in the employee receiving permanent status. A less than satisfactory review can result either in an extended probation or dismissal, at the discretion of the Executive Director.

PERFORMANCE REVIEW

The performance of the Airport Operations Coordinator will be reviewed at least annually on the person's anniversary date with the March JPA. The contents of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Airport Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The Airport Operations Coordinator is a non-exempt employee. The salary for the Airport Operations Coordinator will fall in an approved 6-step salary range of \$54,500 to \$76,313 annually.

A benefits package will be provided to the Airport Operations Coordinator that is consistent with the current policies of the March JPA with respect to non-exempt employees.

This job description may be amended from time to time to meet the changing needs of the organization.

The March Joint Powers is an Equal Opportunity Employer