

AIRPORT OPERATIONS COORDINATOR

Location: New Castle, DE

Salary: \$22.54 per hour (\$46,874.00 annualized)

Opening Date: March 9, 2017

Closing Date: April 8, 2017

I. POSITION SUMMARY

This position assists the Senior Manager-Airports in ensuring compliance with TSR 1540, 1542 and 1544.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Senior Manager-Airports in the daily oversight of security operations at the airport
- Provides timely evidence as may be requested by the TSA of compliance with TSR 1542
- Assists in maintaining and providing to the TSA, upon request, a complete and current list of all individuals afforded authorized unescorted access to restricted areas
- Assists in providing training through the AAAE IET system and maintains documentation in accordance with TSR 1542
- Assists in administering fingerprinting and CHRC process as required by TSR 1542
- Assists in administering the issuance of airport identification media, maintaining records and ensures compliance with TSR 1542
- Participates in the inspection of airfield facilities as per FAA part 139, including grounds, runways, taxiways, aircraft aprons, gate assignments, and service roadways to assure safety, security, and efficiency of operations and expeditious flow of aircraft; monitors airfield activities during assigned shift; arranges escort for persons using airfield
- Participates in the inspection of terminal buildings and ground transportation facilities, including concourses, terminals, gate areas, concession areas, interior and exterior of buildings, sidewalks, and public access roadways to assure the safety, security and efficiency of terminal and ground transportation operations; monitors the activities of tenants, licensees, maintenance, and security personnel during assigned shift, to ensure compliance with airport standards and regulations
- Reviews and acts on management or operational problems involving airport safety, security, federal certification and related matters as they impact the airlines, tenants, passengers and the general public; resolves operational problems by ordering actions or notifying appropriate airport, airline or security personnel; reviews reports of problems or incidents and recommends and implements appropriate remedy; coordinates airport activities with police, crash rescue and other emergency personnel during incidents and while returning the airport to normal operation
- Prepares detailed reports of activities, incidents and proposed solutions; recommends and implements procedures concerning security, coordination with police, fire and medical personnel, and operational response to emergency; develops schedules and standards for

inspections; issues permits, licenses, and identification material in accordance with security standards

- Performs related work as required

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of TSA Security Directives associated with airport security
- Knowledge of local, state and federal rules and regulations governing the use and operation of airports
- Knowledge of current developments in the field of airport operations management
- Knowledge of airport maintenance
- Knowledge of Microsoft Excel and Word applications
- Ability to make sound judgments in emergency situations and to effectively direct and coordinate airport resources in such incidents
- Ability to analyze situations quickly and objectively, and to determine and implement a proper course of action
- Ability to speak and write effectively, with special emphasis on the expression of technical ideas
- Ability to maintain and prepare records
- Ability to establish and maintain effective working relationships with airport employees, representatives of other agencies and the general public
- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Two (2) years of college-level courses in aviation or business related material
- One (1) year of experience in Airport Operations
- One (1) year of experience at a trainee level in operations or administration at an airport serving scheduled air carriers, or in operations at a military airbase or for a major airline

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and drug test
- Available for work shifts to support 24 x 7 schedule
- Most work is performed outdoors and can be in any weather condition

If you are interested in applying for this position please complete the on-line application at www.drba.net. Please attach a current resume to complete the application process.