

CASUAL AIRPORT OPERATIONS AIDE

Location: New Castle, Delaware

Hourly Rate: \$13.00 - \$14.00

August 1, 2021

Until Filled

I. POSITION SUMMARY

This position is primarily responsible for assisting the Airport Operations Coordinators and airport management to comply with all local, state, and federal guidelines. The Casual Airport Operations Aide may be required to work shift schedules as assigned. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Become familiar with appropriate portions of CFR 14 Parts 77 and 139, and applicable FAA Advisory Circulars 150 Series.
- Assists Airport Operations Coordinators and management with required airfield inspections and airport badging for the New Castle Airport.
- Operates an Authority vehicle in and around the Airport Operations Area and landside areas to perform daily inspections.
- Interacts with airport administration, maintenance and airport customers to ensure compliance with established policies and procedures, and provide customer service.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of airport operations and aircraft movement on airfields
- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles
- Proficiency with personal computers and standard business applications

IV. REQUIRED EDUCATION AND EXPERIENCE

- High school diploma, or equivalent related experience
- Previous aviation experience, or college-level course work in aviation

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's

VI. OTHER REQUIREMENTS

- Subject to a background investigation
- Subject to a pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.