

CASUAL AIRPORT LANDSIDE OPERATIONS AIDE

Location: New Castle, Delaware

Hourly Rate: \$17

Opening Date: November 18, 2025 Closing Date: Until Filled

I. POSITION SUMMARY

This position is primarily responsible for ensuring the safety and security of the Airport Landside areas of airport property, as well as all relevant Authority interests and related properties managed by the Airport Division in accordance with Authority policies, rules and regulations, and all local, state, and federal guidelines. The Casual Airport Landside Operations Aide may be required to work outdoors in all weather conditions, including evenings, nights, weekends, and holidays.

This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide customer service, traffic control, and parking operations support.
- Patrol airport areas on foot or by vehicle for security and visitor assistance.
- Operate parking revenue control systems, calculate fees, and handle unusual transactions.
- Assist public transportation vehicles and provide information to airport visitors.
- Perform routine checks of parking lots, drive shuttle buses, and assist with airline arrivals/departures.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles
- Ability to stand, walk, and for an extended period of time
- Proficiency with personal computers, standard business applications, and parking systems

IV. REQUIRED EDUCATION AND EXPERIENCE

- High school diploma, or equivalent related experience
- 3 years of full-time customer service experience (preferably in a high-volume public facility).

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

- Applicants will be subject to a background check and drug test.
- Delaware River and Bay Authority require all employees to have direct deposit with a financial institution to receive their bi-weekly pay

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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.

