

AIRPORT OPERATIONS SPECIALIST

Location: Cape May Airport, Cape May, NJ

\$27.77 per hour (\$57,770 annualized)

(Position and Salary commensurate with experience and skills)

Opening Date: January 30, 2026

Closing Date: March 2, 2026

I. POSITION SUMMARY

This position is primarily responsible for ensuring the safety and security of the airport operations area (AOA), terminal and land side, 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 law.

The Airport Operations Specialist is an essential employee required to work shift schedules as assigned. Incumbents may also be called upon to perform additional duties, including duties related to routine facilities maintenance, as needed. This position is considered essential and is subject to shift work with varying days off, works holidays and weekends, and subject to changing work schedule and extended shifts including emergency call ins to maintain continuous operation of a 24 hour, 7 days a week airport operation. The employee is responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and documents airfield and DRBA facilities in compliance with FAA and DRBA policies and regulations.
- Performs duties as required under the airport's Storm Water Plan, and the Spill Prevention Control and Countermeasure Plan, as applicable
- Accesses the FAA Notice to Airmen (NOTAM) system to issue and cancel NOTAMS.
- Interacts with local, state and federal agencies along with off-airport rescue firefighting units and performs duties and responsibilities as required during emergency situations as directed by the Airport Emergency Plan
- Directs other Authority departments on and off airfield to accomplish specific activity levels
- Escorts and monitors VIP arrivals, special event staff, and construction equipment on and around the airfield operations area (AOA)
- Coordinates and monitors airfield construction activity to minimize airfield operational impacts and in compliance with airport construction safety standards.
- Responsible for wildlife management control and depredation which may require the use of a firearm and the documentation of any actions taken.
- May direct and marshal aircraft in/out of designated locations for safety purposes
- Performs additional inspections as necessary by Authority, local, state, and federal requirements
- Maintains an awareness of the current activity in and around the airport boundaries
- Interacts with public and provides the highest level of customer service and professionalism to all internal and external customers.
- Performs other related duties as assigned or requested

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have or be able to acquire general knowledge of regulations relating to the operation of an airport.
- Knowledge of the National Pollution Discharge Elimination System (NPDES) and best practices.
- Proficiency in Microsoft Office and web-based applications related to airport operations.

- Ability to demonstrate physical agility in the areas of lifting and carrying objects, climbing ladders, and operating a motor vehicle during the day or night on airfield areas in all weather conditions
- Operates a motor vehicle in and around the airport operations area.
- Ability to receive airfield driver certification within 60 days of hire.
- Ability to safely use a firearm for wildlife depredation
- Effective oral and written communication skills
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or equivalent required; associate's degree in aviation management or related field preferred
- One (1) year of relevant work experience in a related field; one (1) year of airport operations experience at a civilian or military airport preferred

VI. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- Obtain Hunters Safety Training Certificate from the state in which base airport is located within six (6) months of employment

VII. ADDITIONAL REQUIREMENTS

- Subject to a background investigation including a TSA based Criminal History Records Check (CHRC), credit and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- Available for work shifts to support 24 x 7 schedule
- Most work is performed outdoors in any weather conditions

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.

The Delaware River and Bay Authority is an Equal Opportunity Employer