

Designated 'Safety-Sensitive Position' in accordance with Arkansas Act 593

**Fort Smith Regional Airport
Job Description**

Title: Airport Operations Specialist

Reports To: Director of Operations

Job Description:

Under the general direction of the Director of Operations, responsible for the performance of airport operations, including nights, weekends and holidays. This position also maintains airport compliance with Federal Aviation Regulations (FAR) Part 77 and 139, Transportation Security Regulation (TSR) Part 1540 & 1542, and all other applicable statutes, regulations and requirements. This position will be responsible for ensuring the safety and security of all airport users as well as communicating and assisting all airport stakeholders. Maintains effective working relationships with airport customers, staff members, commissioners, tenants, general public and demonstrates diplomacy, integrity and discretion. Work varies, requiring adjustment of work methods to meet task assignments.

Essential Duties and Responsibilities:

All Fort Smith Regional Airport positions require the employee to provide good customer service to both internal and external customers; maintain positive and effective working relationships with other airport employees and general public; and have regular and reliable attendance that is non-disruptive. Must show cooperation and respect to fellow employees and supervisors at all times. Other duties may be assigned.

- Ensure compliance with FAA and TSA regulations (including but not limited to FAR Part 139 & Part 77 as well as TSAR 1540 & 1542).
- Perform and document all required Part 139 inspections and ensure the Airport's compliance with Part 139 and the Airport Certification Manual including daily, periodic, and special inspections.
- Document discrepancies found during inspections and perform follow-up with the appropriate agency or department to ensure timely corrective action.
- Issue NOTAMs for unsafe or abnormal conditions on the airfield.
- Complete a daily checklist of required items and log completed tasks.
- Monitor daily airport activity to identify and respond to operational issues impacting safety, security, efficiency, customer service, or regulatory compliance.
- Performs required Part 1542 inspections and ensures the airport's compliance with TSR 1542 and the Airport Security Plan including conducting perimeter fence inspections, reviewing/monitoring CCTV, and responding to security alarms.
- Work with tenants to ensure compliance with airport rules and regulations and enforce as necessary. Administers and audits airfield inspection programs and training documentation regulated by FAA Part 139.
- Assists in preparation for annual FAA Safety Certification Inspection.
- Coordinates and proctors movement/non-movement area driving familiarization training and testing for Airport personnel and tenants.
- Monitors construction activity and completes end-of-day inspections of construction sites.
- Conduct accurate surface observations during snow events. Effectively use the RCAM matrix and NOTAM system to communicate airport conditions to internal and external parties.
- Assist Airfield Maintenance with snow removal and mowing operations.

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- Conduct training and administer tests for ID badges; issue airport ID badges; monitor and conduct access control operations, functions, and procedures.
- Assist in the coordination of emergency response to all aircraft incidents and phases and in the coordination of Airport employees and outside responding agencies; maintain communication with staff during emergencies; and provide support for all divisions/departments during the emergency.

Requirements:

- Bachelor's Degree, preferably in Aviation Management, Airport Management, or similar. One year of practical, real-world experience may substitute for each year of study towards a Bachelor's Degree.
- Working knowledge of the Microsoft Office Suite
- Possess strong work ethic and initiative to carry out assignments without direct supervision.
- Must be able to work outside in all weather conditions with exposure to high noise levels.
- Must possess a valid driver's license.
- Must pass a fingerprint based CHRC and STA.
- One year or more of hands-on airport operations experience, preferably at a commercial service airport, is preferred but not required.
- Work hours other than normal business hours due to peak hours, fluctuating periods in workload and airport security and safety matters.
- Respond to airport emergencies as required 24 hours a day.

Knowledge, Skills and Abilities:

Knowledge of principles and practices of aviation facilities and airfield management necessary to plan, analyze, direct, and evaluate programs. Broad knowledge of rules, regulations, policies, organization and operation of the FAA as it relates to airport facilities planning, design, construction, operation, and maintenance. Broad knowledge of TSA security requirements. Good knowledge of computer systems utilization.

Good verbal and written communication and interpersonal skills. Good organizational, planning, and time management skills. Good problem solving and analytical skills. The ability and skills to establish and maintain effective working relationships with airport commission members, city officials, FAA officials, consultants, employees, tenants and the general public. The ability and skills to understand written, oral and diagrams to form simple variables in changing circumstances and to analyze them and explain results. The ability to clearly communicate requirements, policies and procedures; follow written and verbal instructions; work independently and use independent judgment to resolve issues and make independent decisions; use discretion and confidentiality; work under pressure in managing multiple tasks, multiple directives and be adaptable; prioritize work; concentrate and work with speed and accuracy with attention to details.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to: talk and hear; regularly balance, use the hands and fingers to grasp, handle, feel, keyboard and repetitive motions; frequently sit for long periods, reach, stand, walk, push and pull with the hands and arms. Occasionally climb, crawl, crouch, kneel, stoop and lift up to 25 pounds. The employee must have sufficient physical mobility or agility to be able to respond quickly.

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Specific vision abilities required by this job include close, color, and distance vision. Depth perception and the ability to adjust focus are also required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed indoors and outdoors with occasional exposure to extreme cold and heat, and high noise level. The employee is subject to hazards including exposure to chemicals and a variety of physical conditions, such as proximity to moving mechanical parts, vibration, moving vehicles, moving aircraft, electrical current, working on ladders, scaffolding and high places.

Work Schedule:

Operations Specialists cover a 24-hour schedule which includes holidays, nights, and weekend work. Applicants must be able and willing to work any and all shifts, including overtime during inclement weather, airfield emergencies, and/or to cover shifts for co-workers.

Benefits:

- Affordable insurance with three plans to choose from based on your needs
- Retirement Plan (airport contributes 5% of gross earnings)
- Vacation Leave starting at 10 days per year after 1 year of employment
- Sick Leave starting at 12 days per year
- 12 days of paid holiday leave per year