

POSITION TITLE: OPERATIONS COORDINATOR

DEPARTMENT	Operations	SALARY RANGE	\$47,500- \$67,000
REPORTS TO	Operations Manager	FLSA STATUS	Exempt
SUPERVISES	N/A	DATE OF REVISION	7/2016

POSITION SUMMARY

The Operations Coordinator ensures the day-to-day safety and security of the airport operations through inspections of the airfield, security badging, escorting on the airfield and monitoring the noise program. This role is also responsible for executing the environmental and wildlife plans and program. The position reports to the Operations Manager and works at the direction of that position based on current priorities of projects. This role will collect data on project progress, noise issues, and tenant requests that are evaluated to identify trends, issues, and opportunities. The Operations Coordinator may also perform project management functions to ensure compliance, safety and security of airport projects.

FUNCTIONAL RESPONSIBILITIES

- Daily airfield inspections
- Tenant liaison
- Regulatory compliance
- Security compliance
- Airfield maintenance management
- Environmental and Wildlife Program
- Escorting on airfield
- Noise program management
- Project task execution
- Assist oversight of operations intern

ESSENTIAL DUTIES

- Implement measures to ensure day-to-day safety, security and maintenance of the Airport
- Implement procedures and ensure compliance with federal and state regulations pertaining to airport safety, maintenance, and security
- Use appropriate judgment to provide response for emergencies, security, or maintenance issues requiring immediate attention
- Conduct airfield inspections independently with accuracy
- Issue NOTAMs in accordance with FAA requirements
- Manage the integration of security program requirements and make recommendations for continuous improvements
- Issue security badges and maintain the security database
- Assist with monitoring the noise program including managing the noise hotline, administering the ANOMS, analyzing data and trends, and generating reports
- Assist in the management of contracts and agreements for security and maintenance services and equipment
- Develop and implement the technology plan and provides help desk services
- Manage replacement and repair of equipment and materials including airfield lighting, signs, navigational aids, gates, small business machines, etc.
- Execute environmental and wildlife management plans
- Use critical thinking and problem solving to resolve tenant and user complaints related to security, safety, or maintenance or refer matters as appropriate to other Airport personnel

- Develop effective noise abatement procedures including the voluntary flight curfew program, develop recommendations for the improvement of noise control procedures, and conduct outreach to pilot and air traffic groups
- Maintain the Airport's website including Webtrak
- Collect ,manage and analyze data on project progress, noise issues, and tenant requests that are evaluated to identify trends, issues, and opportunities
- Assist with project management by project analysis

CORE COMPETENCIES

- Technical – Demonstrates considerable knowledge of policies and procedures related to modern airport business operations, security practices and technology
- Regulatory – Possesses considerable knowledge of all regulations and statutes governing operation of a public use airport
- Initiative – Generates ideas for improvement
- Teamwork – Shows commitment to the team's purpose and goals
- Interpersonal skills – Promotes a productive culture by valuing self and others; ability to maintain effective relationships with fellow employees, airport tenants, and regulatory agencies
- Decision making – Uses sound judgment to make informed decisions. Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures' Ability to use independent judgment and to act decisively in emergencies
- Motivation – Displays energy and enthusiasm to approaching the job
- Communication – Expresses ideas effectively, listens actively
- Integrity – Adheres to policies and procedures, applicable laws, codes and regulations
- Accountability – Demonstrates a willingness to accept full responsibility in meeting airport goals and objectives

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Two years related experience and/or training
- Equivalent combination of education and experience

LICENSE OR CERTIFICATIONS

- Must possess and maintain a valid State of Florida Driver's License with a good driving record.

WORK ENVIRONMENT

NORMAL HOURS/ DAYS OF WORK	8:00 a.m. to 4:30 p.m., Monday through Friday
DESCRIPTION OF DAILY WORK ENVIRONMENT	Work area is located in a private office in the Airport Administrative Offices.
KEYS, AIRPORT PROPERTY AND ACCESS PROVIDED	Keys: Property: Access Badge: Airfield Access – Driving privileges

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 POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

PHYSICAL DEMANDS

STAND/WALK	Frequent walking and standing within Airport grounds and buildings
SIT	For most job tasks at a standard desk with a business chair; at meetings; to drive; to meet with others in their offices.
TALK/LISTEN	To be able to orally communicate with staff, employees and others.
DEXTERITY	To be able to write, use the computer and the telephone.
CLIMB/BALANCE	To be able to reach items of height with supportive assistance, such as a ladder.
STOOP/CRAWL/ KNEEL/CROUCH	To be able to access and repair items in low places or confined spaces.
LIFT/MOVE/ PUSH/PULL	To be able to move supplies, materials and equipment up to 50 lbs.
VISION	To be able to use a computer (30-40 % of the workday is spent at the computer); to read and write.