

Mojave Air & Space Port



Job title: Airport Operations Specialist

Work Location: Mojave Air and Space Port

Division/Department: Operations

Reports to: Airport Operations Manager

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Under the general direction of the Airport Operations Manager, the Airport Operations Specialist provides the general oversight of the Airport, maintaining a 24-hour operations center, responding to emergency calls, ensures communication/coordination with emergency staff and fire, performs airfield inspections, ensures follow up on deficiencies on the airfield, and advises users of the status of the Airport through Notice to Air Missions (NOTAMs). This role is the face of the airport – Superior customer service and problem-solving skills are essential. The Airport Operations Specialist works closely with our tenants and users to respond to immediate requests, while also assisting with airfield security, responding to unusual events, and controlling access.

Duties and Responsibilities:

- Provides continuous oversight and direction to ensure compliance with federal, state, and local laws, regulations, and Airport Board Policies.
- Performs airfield, perimeter, and landside inspections, for compliance with various federal, state, and local regulations, leases and agreements, noting deficiencies and reporting via the airport's work order system.
- Completes airfield inspection documentation, files work requests for deficiencies, and communicates problems when discovered.
- Removes Foreign Object Debris (FOD) from the airfield.
- Issues NOTAMs and FICONS as needed to communicate hazards to flight crews and users.
- Initiates and assists with airport response to potential and real emergencies, operational concerns, safety concerns, and airfield incidents by ensuring response by team members and coordinating resources with other stakeholders in accordance with the Airport's Emergency Plan. Submits incident and accident reports.
- Provides vehicle and aircraft escorts as requested.
- Through the Airport Operations center, surveils the airport property, utilizing CCTV monitors, fire alarm systems, water systems, and various other technologies available.
- Responds to alarms, performing initial investigation and situational assessment prior to making notifications.
- Detection of suspicious behavior and reporting vandalism, thefts, administration code violations or other criminal behavior.

- Issues access control identification (ID Badges) and performs periodic badge inspections to ensure compliance with the Airport's security program.
- Responds to, and immediately addresses tenant requests and needs.

Education and/or Work Experience Requirements:

Training and Experience:

- Associate degree in a related field and 6 months experience working in an Airport Operations role (internship experience may be included). Equivalent combination of education and experience to successfully perform the duties of the job may be considered in lieu of degree requirements.
- Verifiable experience working in a customer service role with proven results.
- Completion of AAAE Basic and Advanced ASOS courses or can be completed within 6 months of hire.
- Possession of NIMS ICS 100, 200, 700, and 800 certificates or can be obtained within 3 months of hire.
- California Drivers License, minimum of a Class C endorsement.
- Ability to pass an employment background check and drug screening.

Preferred Qualifications:

- Bachelor's degree in aviation or airport management or a related field.
- At least 1 year working at a Part 139, DOD, or General Aviation airport with extensive operations experience (internship experience may be included).
- Experience inspecting airfield conditions, issuance of NOTAMs, and knowledge of Parts 77, 91, 139, 1542, and the 150 AC series.
- FAA certification as a Pilot, Air Traffic Control Specialist, Dispatcher, A&P Mechanic, or other aviation disciplines highly desired.
- Certification from AAAE as an Airport Certified Employee (Operations or Security), Certified Member, or AAE highly desired.

Physical Requirements:

The physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Frequent sitting, standing, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to work in inclement weather. Must be able to meet and continue to meet any applicable state, county, and municipal licensing requirements for Security Officers. Some overtime may be required. Other duties as assigned to support safe and efficient airport operations.

License/Certificates: Possession of a valid California driver's license authorizing operation of a motor vehicle.