



## **Airport Operations Specialist**

Franklin County is currently accepting applications for the position of an Airport Operations Specialist at the Triangle North Executive Airport. An employee in this class performs a variety of semi-skilled and skilled duties associated with the safety, operations, maintenance and security of airport grounds, buildings, operational areas, facilities, and equipment. Employees of this class utilize mechanical, custodial, and other skills for the day-to-day operation, maintenance, and security of the airport. Work involves ensuring that facilities are in operational condition at all times and in compliance with FAA safety regulations. Tact and diplomacy are required in contacts with pilots, corporate and business executives, the public, employees and local officials and Airport Advisory Council members. An employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation.

### **Knowledge, Skills and Abilities**

- Working knowledge and skills in carpentry, electrical, mechanical, grounds and custodial disciplines.
- Extensive skills in the operation and maintenance of heavy duty, multi-engine equipment.
- General knowledge of the use of standard tools, materials, methods, and practices of maintaining pavements, buildings, electrical systems and motorized equipment.
- Ability to provide work direction and to organize, layout and assign maintenance repair and service work to crews of an assigned shift.
- Extensive knowledge of the hazards and safety precautions associated with aircraft operations, high voltage airfield lighting systems, aviation fuels systems, on-airfield FAA navigation aids, and heavy equipment.
- Ability to understand and reliably carry out oral and written instructions regarding airport operations, maintenance, security, and safety functions.
- Ability to identify and carry out required daily airport tasks without direct supervision.
- Ability to perform moderate to heavy physical labor while exerting oneself under potentially adverse weather conditions for extended periods of time.

### **Duties and Responsibilities:**

- Refuels aircraft from trucks and the fuel island facility.
- Driving a fuel truck and tug for towing aircraft, securing and tying down aircraft.
- Performs preventative and emergency equipment and property maintenance and minor repairs.
- Collects cash and processes credit cards for fuel and other products and services.
- Receipts cash and other revenue collections received.
- Makes daily deposit based on receipted collections.
- Collects various payments from tenants.
- Ensures quality control of aviation fuels.
- Assists pilot and their passengers with various needs.
- Performs minor custodial duties and Airport Business Terminal.
- May assist with weather observations.
- Provides excellent customer service to both internal and external customers.

- Performs a wide variety of construction, maintenance and repair work for airport buildings, hangars, pavement, airfield lighting, security lighting, security fencing, aviation fuels storage and dispensing, as well as other facilities and grounds.
- Performs daily inspection of all airport safety and operational areas and equipment including runway and taxiways, airfield lighting, parking aprons, hangars, terminal building, fuel storage areas and perimeter fences and gates.
- Performs duties to monitor and report security regulations, Uniform Fire Code regulations and vehicle operation and parking rules.
- Performs administrative functions for completing and compiling daily and other inspection forms, operational record keeping, aircraft incident reports, emergency medical responses, wildlife hazard incidents (bird or other animal strikes) and the issuance of citations and/or warnings.
- Cleans selected airport facilities.
- Performs and assists the Regional Airport Director in all areas of responsibility pertaining to the airport.
- Receives and assists in resolving complaints or problems occurring on assigned shift.
- In case of extraordinary and emergency situations, acts as the initial contact for emergency service personnel, assisting with ensuring first aid is administered to any injured persons. Once the initial emergency situation is under control, confers with Regional Airport Director for follow-up to ensure life and property are protected.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs related duties as required.

### **Physical Requirements**

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently; and/or in excess of 20 pounds of force constantly to move objects.

### **Desirable Education and Experience:**

This position requires a high school diploma and experience in general construction, maintenance or operational fields; or equivalent combination of education and experience. Experience with QuickBooks preferred.

### **Special Requirement:**

Must possess a valid North Carolina driver's license upon hire.

Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.

Ability and willingness to work shift work on a rotating basis, including evenings, weekends, and holidays.

**Work Location:** Louisburg, NC

**Salary Range:** \$31,329 - \$32,979

**Closing Date:** This recruitment will remain open until filled. Applications will first be reviewed May 10, 2021.

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.*

*The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.*

*Pre-Employment Drug Screen and Criminal Background Screening are required.*