Friedman Memorial Airport Seeks Airport ARFF/Operations Specialists

Posted Date: **08/17/2016**

Deadline to Apply: **09/1/2016**

Salary Range: **$55,000.00 - $75,000.00**

Supervisor: **Airport ARFF/Operations Manager**

The Friedman Memorial Airport in Hailey, Idaho is seeking qualified applicants for a full-time Airport ARFF/Operations Specialist. This position, under the guidance of the Airport ARFF/Operations Manager, is responsible for assisting with the daily management of the Airport Operations/ARFF (Aircraft Rescue Fire Fighting) department to ensure the safe and efficient operation of the airport.

Qualified applicants must have a Bachelor's degree from an accredited college or university with course work in airport administration, business management, fire science, and/or 5 years progressive experience related to airport operations, construction, facility maintenance, operation of heavy equipment, snow removal, and ARFF. Equivalent work experience can be considered. Experience as an Operations Specialist at a Part 139 air carrier airport is preferred. Salary is dependent upon qualifications.

Application information is available online at www.iflysun.com or in the Friedman Memorial Airport Manager's Office, 1616 Airport Circle, Hailey, ID 83333. Resumes will be accepted until September 1, 2016. Qualified Candidates may submit their qualifications and anticipated salary requirements to lisa@iflysun.com or deliver them to the Airport Manager's Office.

Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of all newly-hired employees. Our participation in the E-Verify program does not exempt us from the obligation to obtain a complete Form I-9 from every employee we hire.

JOB DESCRIPTION

Friedman Memorial Airport – Airport ARFF/Operations Specialist

Salary Range: $55,000.00 - $75,000.00

Supervisor: Airport Operations Manager

Minimum Qualifications

- Bachelor's degree from an accredited college or university with course work in aviation/airport management, airport administration, business management, fire science, and/or 5 years progressive experience related to airport operations, construction, facility maintenance, operation of heavy equipment, snow removal, and Aircraft Rescue Fire Fighting (ARFF). Equivalent work experience can be considered. Experience as an ARFF/Operations Specialist at a Part 139 air carrier airport is preferred.
- Must be able to obtain and maintain ARFF certification.
- Must be able to obtain and maintain and airport security (SIDA) badge as a condition of employment.
- Must have possession of or ability to readily obtain a valid driver's license issued by the State of Idaho.
- Must reside in or be able to relocate to Blaine County, Idaho.
- Must be able to work irregular hours, weekends, evenings and holidays, as needed.
- Must be available for recall during non-duty hours for emergencies, snow removal and other required duties.

Position Summary

Working under Airport ARFF/Operations Manager guidance, shall be responsible for managing and maintaining operating procedures to ensure compliance with the FAA Regulation FAR Part 139 and other applicable Federal, State and local regulations.

Duties and Responsibilities

- Performs independently, essential safety and operational needs of the airport. Takes corrective action as needed to ensure the safe and efficient operations of the airport.
- Receives supervision and assistance on only the most complex and unusual problems, after initial training. Often performs duties unsupervised and may oversee other employees. Contacts appropriate personnel if needed to assure task completion.
- Maintains comprehensive knowledge of the Airport Certification Manual (ACM) including all Letters of Agreement and Airport Emergency Plan. Reports any discrepancies to the Airport Operations Manager as needed.
- Assists the Airport Operations Manager during the Annual FAA Airport Certification Compliance Audit. Shall assist with taking the necessary actions to correct any noted deficiencies in a timely manner.
- Acts as first responder and point of contact to any malfunctions and operational emergencies at the airport. Assists trained personnel in emergency response or as directed by the incident commander. Will provide Aircraft Rescue Fire Fighting (ARFF) services as directed by the incident commander.
- Initiates recall of appropriate personnel for snow events, emergencies and other problems. This requires submitting written and oral reports to the FAA, TSA, airport staff and airport tenants as they relate to FAR Parts 139.
- Performs and records daily airport self-inspections of major areas, including runways, taxiways, ramps, aircraft, refueling facilities, paved areas, safety areas, marking and lighting, security fencing, and wildlife activities. Creates work orders and NOTAMS as necessary. Follows through with work orders completion and NOTAM cancellations.
- Responsible for runway condition reporting and runway friction testing. Monitors weather and coordinates the issuance and cancellations of NOTAMs, and other airfield safety and operations notification requirements.
- Participates in the planning of and coordination of snow removal in accordance with weather conditions and weather forecasts.
- Assists in safety and security inspections during construction including monitoring and escorting contractors and monitors vehicle and equipment traversing on or about the Airport Operations Area (AOA).
- Maintains familiarity with the airport's Wildlife Hazard Mitigation Plan. Maintains awareness of wildlife hazards to aviation in the airport area and acts to mitigate those hazards before they become full blown hazards or cause an incident/accident.
- Shall be familiar with the Airports' Security Plan and shall provide support to the Airport Security Coordinator (ASC) as needed.
- Must be familiar with Airport Rules & Regulations and prepared to enforce them as needed. Also must be familiar with State, Federal and local laws as they apply to Airport Operations.
- Promotes the Voluntary Noise Abatement Program (VNAP) as adopted by the Airport Authority.
- Acts as a liaison with tenants and user groups regarding airport operational and safety issues.

- Shall be proficient and consistently perform a wide variety of entry level maintenance to include landscaping, repair work on airport buildings/facilities, janitorial, pavement, lighting, security fencing, and vehicles/equipment.
- Successfully and proficiently performs heavy equipment operation to include but not limited to tractor/mower, front end loader, brooms, snow blowers and dump trucks.
- Has the ability to travel and attend airport related meetings as required.

Additional Functions/Requirements

Performs other duties as required.
May be required to work extended hours/shifts

Knowledge, Skills, and Abilities

- Working knowledge of CFR Part 77, FARs Part 139, TSR 1542, and FAA 150 Series Airport Advisory Circulars;
- Demonstrated knowledge and proficiency with computers including Microsoft Office software;
- Thorough knowledge of aircraft rescue and firefighting procedures and equipment;
- Thorough knowledge of airport facilities, navigation aids, and aircraft;
- Thorough knowledge of an extensive body of federal, state, and local laws, rules, regulations and procedures that apply to airport certification, management, and compliance;
- Ability to work effectively under stressful conditions, analyze situations and rapidly make accurate decisions in life threatening situations;
- Ability to be dependable, attentive to detail, and have a willingness to learn.
- Ability to understand, interpret and explain rules and regulations to staff and others;
- Ability to keep records and prepare detailed written reports;
- Ability to maintain and effective working relationship with other employees, the public and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner;
- Ability to exercise sound judgement, make decisions with confidence, show initiative, take ownership of assigned projects;
- Ability to communicate effectively with the public, airport tenants, air traffic control tower personnel, and other airport personnel, in writing, by two-way radio, or by phone;
- Ability to maintain movement and non-movement driving privileges;
- Must be able to communicate by radio with clarity;
- Willingness to work outdoors in adverse weather conditions;
- Willingness to perform aircraft rescue and firefighting duties as required.

ADA Compliance and Physical Requirements

Physical Ability

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying,

pushing and/or pulling of objects and materials of moderate weight (up to 75 lbs.), manual dexterity, repetitive motions, working in confined spaces and using a self-contained breathing apparatus.

Visual and Sound Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Requirements

Tasks may require exposure to such environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Friedman Memorial Airport is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Airport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.