



<b>Job Title</b>	<b>Airport Operations Agent, Senior</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>15100</b>

**Class Specification – Airport Operations Agent, Senior**

**Summary Statement:**

The purpose of this position is to ensure the Colorado Springs Airport is in compliance with CFR 14 Part 139 and TSA 1542. This is accomplished by evaluating airfield conditions during inclement weather conditions; performing safety inspections of refueling equipment and fuel storage areas; coordinating airport operations; maintenance and safety matters with other personnel, divisions, departments, and other agencies; writing and updating manuals; and developing and implementing FAA curriculum for initial and annual training, and standard operating procedures.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the Airport Operations Agent series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Coordinate aircraft parking and gate usage. Coordinate airport emergency operations with tenants, FAA (Federal Aviation Administration), TSA (Transportation Security Administration), military, and aircraft rescue and firefighting personnel. Implement NIMS/ICS (National Incident Management System/Incident Command System) during emergencies in an incident command role. Coordinate, develop, implement, and train staff of regulatory requirements.
35%	Coordinate winter weather operations; manage the snow desk; issue Notices To Airmen; and track changes in airport operational status. Notify the Airport's maintenance sections of priority ground and terminal maintenance and repair



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	requirements. Receive and respond to concerns of the traveling public on matters relating to parking, traffic congestion, ground transportation, and terminal conditions.
20%	Coordinate the investigation/response to security violations in accordance with the Airport's security plan. Participate in the development and revision of the airport security and operations procedures for the Airport.

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED).

**Experience:** Three years of full-time responsible airport operations, airport management, or related experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

**Supervision Received:**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-



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discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Trucks, TES Braking Decelerometer, noise monitoring equipment, emergency location transmitter, directional finder, operating phones, radios, security camera, controlled gate access systems, copiers, fax, computers, and communications equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014