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## Airport Operations Specialist

Organization: Bishop International Airport Authority  
Opening Date: September 7, 2021  
End Date: Until Filled  
City: Flint  
State: Michigan  
Pay Rate: \$18.80 – \$25.89 per hour  
Type of Position: Full Time

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### Description and Details

Bishop International Airport Authority Department of Public Safety is accepting applications to fill multiple **Airport Operations Specialist** positions.

This position is primarily responsible for implementing FAR 139 related activities at Bishop International Airport Authority including but not limited to: implementing the Airport Certification Manual, conducting inspections, submitting work orders, issuing NOTAMs, coordinating snow removal activities, implementing the Wildlife Hazard Management Plan, etc. A full Job Description and listing of duties is included below.

Preferred Qualifications to be eligible include the following credentials:

- Bachelor's degree with coursework in Aviation Management or closely related field and one (1) year experience in Airport Operations at a FAR 139 Commercial Service airport.

OR

- Unrelated Bachelor's degree or related Associates Degree and two (2) years of related experience.

OR

- High School diploma and four (4) years of related experience that provides required knowledge and abilities.

[bishopairport.org](http://bishopairport.org)  
3425 West Bristol Road, Flint, Michigan 48507-3183  
PHONE: (810) 235-6560 | FAX: (810) 233-3065  
- An Equal Opportunity Employer -

The Airport Operations Specialist is typically scheduled for 8-hour shifts, but must be flexible and willing to work various hours, especially during emergency and snow removal operations, depending upon department requirements. All applicants must satisfactorily pass an oral interview, a physical exam with drug test, and a thorough background investigation in order to be considered for employment.

Additional information, minimum requirements and a copy of the complete job description can be found on the Airport's website (<https://www.bishopairport.org/business-fnt/employment-opportunities/job-opportunities>) and can also be obtained from the Bishop International Airport Authority during normal business hours.

### **How to Apply / Contact**

To apply, submit your resume and cover letter of interest to Bishop International Airport, G-3425 W. Bristol Road, Flint, MI 48507 or by email to [cyeates@bishopairport.org](mailto:cyeates@bishopairport.org).

Contact Christopher Yeates, A.A.E. with any questions: [cyeates@bishopairport.org](mailto:cyeates@bishopairport.org) or (810-235-6560).

## BISHOP INTERNATIONAL AIRPORT AUTHORITY AIRPORT OPERATIONS SPECIALIST

**GENERAL STATEMENT OF DUTIES:** The Airport Operations Specialist is responsible for ensuring compliance with FAA and TSA regulations during his/her assigned shift. Tasks included within this description include, but are not limited to, conducting required inspections and making appropriate notifications to ensure compliance with federal, state, and local regulations.

**SUPERVISION RECEIVED:** Works under the general supervision of the Operations and Maintenance Supervisor, but has the authority to function independently during the Supervisors absence.

### **STATEMENT OF DUTIES:**

- Provides escorts for contractors and vendors needing access to airport facilities.
- Maintains and implements the Airport Certification Manual to assure the airports compliance in a timely manner approved by the FAA.
- Monitors severe weather activities via Vaisala and issues appropriate notifications.
- Oversees and conducts 139 inspections including regular scheduled, periodic, continuous, and special inspections of the airfield for compliance with federal, state, and local regulations regarding safety and security.
- Oversees Minimum Standards Program including oversight of tenant and concessionaire contracts and inspection of leased areas to ensure compliance.
- Conducts walk-through inspections of terminal facilities and other public areas to include roadways, parking lots and other facility grounds.
- Report deficiencies to Airport Maintenance through Work Order system.
- Issues Notices to Airman (NOTAMs) as appropriate
- Closes airfield or portions thereof in accordance with Federal Regulations, Letters of Agreement and Standard Operating Procedures
- Maintains airport daily log
- Coordinates snow removal operations, following the FAA approved Snow and Ice Control Plan, SOPs, friction tests, and disseminates information to airport users and assists the tenants with special requests during snow events
- Initiates airport emergency plan when required
- Assists to coordinate response during emergencies and incidents, prepares incident reports
- Monitors contractor activity during construction to ensure compliance with all safety requirements and coordinates construction activity with the Air Traffic Control Tower.
- Ensures all airport personnel are in compliance with all FAA and state regulations and receives the proper training to remain in compliance.
- Assists in conducting airfield drivers training, security training, airport familiarization, and other training as required by FAR Part 139.

## BISHOP INTERNATIONAL AIRPORT AUTHORITY AIRPORT OPERATIONS SPECIALIST

- Performs routine perimeter inspections
- Conducts wildlife management in accordance with the airport's approved Wildlife Hazard Management Plan.
- Oversees Storm Water Pollution and Prevention inspections conducted by environmental consultant. Oversees deicing control activities and manages drainage system.
- Issues Notices of Violations related to airport safety, security, environmental requirements and minimum standards in accordance with Airport Rules and Regulations.
- Ensures timely and accurate recordkeeping of airfield and other airport activities as well as other documents necessary to maintain the Airport's Operating Certificate.
- May assist with dispatching first responder, operations, and/or maintenance personnel via two-way radio.
- May assist Public Safety Officers with monitoring the Access Control and CCTV Systems and dispatches PSO's appropriately.

The Statement of Duties is intended to be illustrative of the duties that may be assigned to the Airport Operations Specialist. It does not describe all the duties an employee assigned to this position may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, understand, and enforce TSA, FAA, state and local rules, regulations and laws as well as facility policies and procedures pertaining to Bishop International Airport.

Ability to read, understand and write incident reports.

Ability to operate and maintain equipment pertinent to the duties identified.

Ability to work independently and make decisions under stressful emergency conditions.

Ability to work in all weather conditions.

Ability and willingness to work and communicate effectively with other airport personnel.

Ability to pass criminal history background check, and maintain eligibility for a security access badge in accordance with the Airport Security Plan.

### **MINIMUM QUALIFICATIONS:**

## BISHOP INTERNATIONAL AIRPORT AUTHORITY AIRPORT OPERATIONS SPECIALIST

Bachelor's degree in with coursework in Aviation Management or closely related field, AND one (1) year experience or Airport Operations at a FAR Part 139 Commercial Service Airport; OR an unrelated Bachelor's degree or related Associates Degree AND two (2) years of related experience; OR high school diploma/equivalent AND four (4) years of related experience that provides knowledge and abilities.

Certified Member designation or ACE (Operations or Security) through the American Association of Airport Executives (AAAE) is preferred.

Must be available 24 hours per day, 7 days per week. Accordingly, work schedule will vary depending on department requirements.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **COMPENSATION:**

Set by Union Contract.

Salary Range: \$39,107 - \$53,425