

AIRPORT COMPLIANCE COORDINATOR

Class Code: 140

Range: 18

Definition: Under supervision, develop, coordinate and review the Airport 14CFR, Part 139 compliance sub-program; provide airport regulatory/compliance services, including program development, monitoring, training and reporting; and assist the operations manager as required.

Distinguishing Features: This is a journey level class. Employees perform a full range of complex analytical tasks within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance and exercise independent judgement. Work is normally reviewed only upon completion and for overall results. May provide basic technical and functional guidance to lower level staff and volunteers, but supervisory responsibilities are ancillary to the main intent and focus of the position.

Examples of Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required or assigned.

- Plan, develop, coordinate, and monitor procedures and manual for implementation of Airport 14CFR, Part 139 airport certification and on-going compliance.
- Obtain, monitor and review plans, licenses and permits in the various areas of operations for appropriate compliance; including storm water pollution control plan, pavement maintenance management plan, wildlife control plan, radio licensing, and DEQ Wetland permits, as well as other areas.
- Monitor and record aircraft activities including collecting information, compiling flight schedules, disseminating schedules and issuing notices as appropriate
- Research and compile data and statistical information; analyze data and summarize data and prepare written and oral reports; present information about the compliance program, data and results to manager, director and other appropriate groups.
- Assist the operations manager in monitoring the Airport compliance budget with attention to priorities, expenses and resources.
- Receive, log and respond to noise complaints and questions from the public and tenants; locate complaints on the map; and investigate and report findings to individuals or groups as needed.
- Meet with tenants regarding problems or issues regarding the use of airfield and airport roadways; inform them of rules and regulations regarding driving and parking on airfield roadways.
- Assist with VIP events; coordinate with community resources to assure necessary airport compliance.
- Work with contractors and leasees to determine their responsibilities relating to airport compliance and address any outstanding issues.
- May assist manager with coordination of staff work assignments.
- Gather information and data to assist with determination of future needs for the program.
- Prepare reports and maintain records as required.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- Serve as a representative on committees.
- Perform other duties as assigned.

Qualifications:

Minimum Qualifications: A high school diploma, two years of college preferred, and four years experience in airport operations or related environment that would have provided the opportunity to acquire the necessary knowledge, skills and abilities. Knowledge of Federal, State and local airport regulations and requirements preferred.

Knowledge, Skills and Abilities: Requires knowledge of airport operations; knowledge of airport operations regulatory compliance; skill and ability to monitor compliance and train appropriate personnel regarding compliance; ability to keep current on changes in airport regulations through bulletins, meetings or other available information; ability to communicate effectively orally and in writing; skill in facilitating small groups, including director, manager and other community policy leaders and the general public; ability to use word processing and computer analyzation skills; ability to prepare reports and maintain accurate records; ability to work as a team leader and member, and to establish and maintain effective working relationships with all levels of employees, clients and the public.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Requires the ability to perform work in an office or field setting, including exertion of a moderate amount of physical effort; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements; tasks may require visual perception and discrimination. Requires the ability to operate a motor vehicle.

License or Certificate: Current and valid state driver's license. Must be able to obtain airport operator's driver's license within 30 days of hire. Must be able to pass fingerprint-based, criminal history records check.