



CITY OF RENTON
invites applications for the position of:
**Airport Operations
Specialist**

An Equal Opportunity Employer

SALARY: \$4,667.00 - \$5,686.00 Monthly
\$56,004.00 - \$68,232.00 Annually

OPENING DATE: 11/27/17

CLOSING DATE: Continuous

UNION AFFILIATION: AFSCME, Local 2170

DEPARTMENT: Public Works - Transportation Systems

JOB DESCRIPTION:

This posting is continuous with the first review of applications on December 29, 2017.

The City of Renton embraces a diverse and inclusive workforce and prides itself on promoting collaboration and teamwork in a positive environment while providing high quality services to the community. The Renton Municipal Airport, owned by the City of Renton, is a general aviation airport serving Renton and nearby communities. The airport provides regional aviation services and is a FAA -designated "Reliever" airport, diverting general aviation traffic from Seatac. The airport is also home to several tenants ranging from flight clubs, flight schools, helicopter and float plane charters and fixed base operators providing fuel, maintenance and other services.

JOB SUMMARY:

Perform technical operational duties at Renton Municipal Airport. Complete tasks according to established policies and procedures, work independently with limited supervision, and contribute through knowledge, skills, and good work habits.

SUPERVISION:

Reports To: Airport Operations Supervisor

Supervises: None

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Coordinate and perform inspections of runways, taxiways, aprons, ramps, fueling area and hangar in accordance with PART 139.
- Conduct Airport perimeter inspections in accordance with Federal security regulations (TSR 1540).
- Publish, monitor and update Notices to Airmen (NOTAMs) to the National Airspace System.
- Perform wildlife management activities, including dispersal; maintain records and documents provided to USDA specialist.
- Respond to airfield emergencies as Airport Point of Contact; secure crash sites and assist management in inter-agency coordination and notification of emergency events.
- Identify, log, report fuel/oil spills, and take necessary notification and corrective actions.
- Perform landscape maintenance and vegetation management including weeding, mowing, tree trimming, pruning, planting and replanting within the Airport Operations area.
- Provide customer service to all Airport tenants; educate tenants on Minimum Standards, Rules and Regulations and correct violations as needed.

- Lead Ground Vehicle Operations and Badging classroom training for tenants, users and employees. Co-manage the security-badging program; initiate corrective actions for violations.
- Monitor weather conditions and prepare/respond with appropriate aviation safety measures. Perform snow removal/winter operations using plows, shovels, deicing trailer and fiction measurement unit.
- Coordinate access and provide escort for contractors as necessary; assist with maintenance activities as needed.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:

- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- 2 or 4 year degree in aviation related field.
- or 4 years of relevant education and experience.
- Valid drivers' license.
- Municipal airport experience preferred.
- Successful passing of a required background check.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Oral communication and presentation skills.
- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Research and analytical skills.
- Problem-solving skills.
- Decision-making and conflict-resolution skills.
- Detail-oriented and organization skills.
- Ability to:
 - Compose, proofread, and edit correspondence.
 - Work independently.
- Knowledge of:
 - Federal Aviation rules and regulations.
 - Renton Municipal codes as they apply to Airport.
 - Customer service principles.
 - Microsoft Word, Excel and Outlook.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 20% of work is performed in a typical office environment and the remaining 80% is performed outdoors in all weather conditions, and involves moving throughout the facility.
- Driving and fieldwork required.
- Required to carry Airport cell phone and be on-call in rotation with other staff.
- Operate a computer and other office equipment.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 50 pounds on occasion.
- Lift heavy objects in awkward and confined spaces, using proper lifting and rigging techniques.

- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.rentonwa.gov/jobs>

Job #2017 PW AOS
AIRPORT OPERATIONS SPECIALIST
JD

OUR OFFICE IS LOCATED AT:

1055 South Grady Way

Renton, WA 98057

425-430-7650

bsandler@rentonwa.gov

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Airport Operations Specialist Supplemental Questionnaire

- * 1. Do you have experience working in Airport Operations at a Part 139 Airport? If yes, please briefly explain airport name, duties and time employed. If no, write "n/a"
 - * 2. Do you have experience in facilitating Airfield driver training including coursework updates? If yes, please describe location and what training entailed. If no, write n/a.
 - * 3. Do you have a 2 or 4 year degree in an aviation related field? If yes, list institution you graduated from and degree earned. If no, write n/a.
- * Required Question