

Deputy Director of Airport Operations / ARFF Chief (Promotional) Tompkins County

Department: Airport
Classification: Competitive
Labor Grade: White Collar grade 15
Approved: Position Conversion effective 01/01/2017
By: AG, Commissioner of Personnel
BBP Risk Factor: At Risk Position

MINIMUM QUALIFICATIONS FOR PROMOTION:

No later than the final filing date announced, the applicant must currently hold, and have continuously held, at least seven years of full time competitive class status in the title of Airport Fire Fighter/Operations Technician with the Ithaca Tompkins Regional Airport.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (1) Possession of a valid New York State Commercial Drivers License (Class "B") at the time of application and maintenance of such license for the duration of employment.
- (2) Possession of a FAA accredited Basic Aircraft Rescue and Fire Fighting Course at the time of application and maintenance of such license for the duration of employment.
- (3) Possession of a New York State Basic Recruit Fire Fighter Certificate at the time of application and maintenance of such license for the duration of employment.
- (4) Possession of a current New York State Emergency Medical Technician Certificate at the time of application and maintenance of such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An individual in this class has responsibility for the day-to-day operation and supervision of the Airport's Operations, Maintenance and Aircraft Rescue/Fire Fighting section. This position is responsible for monitoring and controlling airport use as well as supervising all maintenance and construction activities. The work performed must follow all federal, state, and local laws and regulations. A variety of knowledge is required in order to supervise the maintenance work performed. The position also requires knowledge in the field of aircraft rescue and firefighting. Internal contacts are across divisions within the department and require professional collaboration on overlapping work projects and issues that impact the Airport. The incumbent is responsible for developing and coordinating agreements with surrounding mutual aid agencies to mitigate emergencies that exceed the airports emergency resources. The employee is required to interact and negotiate with professional associates and liaisons to develop and administer these services. As a result, considerable interpersonal skills are required. In conjunction with the Deputy Director of Airport Administration, this individual will be responsible for the safety and security of all phases of air carrier airport operations. The work is performed under the general direction of the Airport Director in accordance with established policies and procedures, and is not usually subject to more than general administrative controls. The employee is permitted to exercise of a high level of autonomy and independent judgment when carrying out the work. Considerable interpersonal skills are necessary in order to plan and coordinate inter-group cooperation. Supervision is exercised over all Airport Fire Fighter/Operations Technicians and Trainees and the Airport Terminal Services Coordinator. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assigns and supervises all airfield operations and maintenance work across multiple shifts;
- In coordination with the Airport Terminal Services Coordinator, assigns and supervises maintenance work in the terminal building and its environs;
- Conducts regular inspections of airfield runways, taxiways, safety areas, lighting and security to ensure compliance with FAA rules and regulations;
- Responds to emergency calls and coordinates Airport and mutual aid resources to mitigate emergencies;

- Operates fire fighting and rescue vehicles and equipment;
- Responds to medical emergencies as an Emergency Medical Technician;
- Supervises and participates in aircraft rescue and firefighting training as instructor and evaluator;
- Ensures the enforcement of safety and security regulations;
- Initiates and oversees the training of employees in the use of fire equipment, and operation of motor vehicles and heavy equipment;
- Institutes and supervises all safety programs such as; lockout-tagout, personal protective equipment, respirator training and fit testing, and blood borne pathogens training;
- Maintains the Airport Certification Manual (ACM) including all Letters of Agreement and Emergency Plan;
- Conducts an annual Emergency Plan review and coordinates the tri-annual full-scale disaster drill in concert with airport staff and other mutual aid agencies;
- Schedules the replacement of airport equipment and writes all specifications for procurement of new equipment;
- Inspects tenant leased or rented areas;
- Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments;
- Compiles staff work schedules and ensures adequate coverage;
- Prepares and submits annual budget requests to the Airport Director for airport operations, maintenance, and emergency services;
- Certifies to airlines and airport users that the airport is in safe operating condition;
- Operates snow and ice removal equipment;
- Supervises and assists in the maintenance and repair of airport vehicles.
- Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements;
- Performs operational inspections of airfield and airport facilities to ensure against hazards and certifies condition of all airport areas to ensure compliance with Federal Aviation Regulations;
- Serves as the airport's primary contact for FAA certification inspections and issues;
- Serves as designated Airport alternate Security Coordinator, as required by Transportation Security Administration, and is the Secondary contact for security related activities and communications; Drafts and maintains an approved Airport Security Program;
- Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 300 airport employees;
- Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;
- Troubleshoots and repairs the computerized access control system;
- Performs regular systems and operational checks of airport ID/Access Control system;
- Performs ID media and key audits;
- Monitors airport aviation easement areas to evaluate and mitigate obstructions to navigation;
- Responsible for operational training including Emergency Management, training airline, FBO, and other airport personnel, totaling over 300 individuals, of airport procedures, and airport security and airport driver training per federal regulations;
- Assists with direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;
- Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;
- Gathers input from Operations staff to assess maintenance and operational needs of airport;
- Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements;
- Prepares specifications and documents for equipment and services as required for bidding;
- Manages and oversees all airport construction and capital improvement projects;
- Makes hiring and disciplinary recommendations;
- Prepares presentations and speaks at public forums to promote airport and aviation activities;
- Attends job related training and seminars as approved by the Airport Director;
- May represent the Airport Director in airport and aviation related matters;
- Assumes overall responsibility of the airport in the absence of the Airport Director.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of safety practices to adhere to industry standards;
- Thorough knowledge of the principles and practices of personnel supervision and leadership;
- Thorough knowledge of airport facilities, navigational aids, and aircraft;
- Thorough knowledge of aircraft rescue and firefighting procedures and equipment;
- Thorough knowledge of the Incident Command System;

- Thorough knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;
- Thorough knowledge of the principals, methods, tools and materials used in airport maintenance and construction;
- Thorough knowledge of Airport Certification Manual;
- Thorough knowledge of Airport Security Program;
- Ability to work effectively under stressful conditions, analyze situations, and rapidly make accurate decisions in life threatening situations;
- Ability to understand, interpret and explain rules and regulations to staff and others;
- Ability to keep records and prepare detailed written reports;
- Ability to communicate effectively both verbally and in writing;
- Ability to plan and supervise the work of others across shifts;
- Ability to maintain an 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;
- Sound judgment, initiative, and resourcefulness are all required;
- Willingness to work outdoors in adverse weather conditions;
- Willingness to perform aircraft rescue and firefighting duties as required;
- Ability to read and understand blueprints and contract documents;
- Ability to keep records and prepare detailed reports;
- Ability to communicate effectively both verbal and written;
- Ability to work efficiently with other County departments, contractors, consultants and airport tenants;
- Sound judgment, initiative and resourcefulness;
- Tact and courtesy;
- Available 24 hours for airport security and operations issues and aircraft emergencies;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS: Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

Physical: The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. In an emergency response situation, such as an aircraft disaster, the employee must have the physical ability to lift, push or pull or carry the weight of a human body (up to 250 pounds with mechanical or human assistance). While performing other duties, the employee may be required to lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job. He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

Mental: The work involves moderate demands due to unpredictable fluctuations in work volume, regular changes in work priority and occasional conflicting deadlines.

Environmental: The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°).

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