

SALINA AIRPORT AUTHORITY (SAA)**Job Description**

<u>JOB TITLE:</u>	ARFF/Operations Specialist (Part-time, average 19 hours per week; not to exceed 999 hrs. per year)
No. employees performing job:	1
Job Analyst:	Kasey Windhorst, Business and Communications Manager
Data Analyzed:	07-27-2022
Wage Category:	Non-exempt
Reports to:	David Sorell, Manager of Operations
Residency Requirement	Saline County

JOB PURPOSE: Support the mission and objectives of the Salina Airport Authority by assisting with the Salina Regional Airport and Airport Industrial Center operations.

JOB STATEMENT

Under the supervision of the Manager of Operations and Maintenance/Ops/ARFF Supervisor, the ARFF and Operations Specialist conducts airfield safety inspections. Performs manual and semi-skilled labor in the maintenance of airport property, equipment and machinery. Participates in monthly ARFF training courses. Has contact with the general public, tenants, and contractors during duty hours. Works rotating shifts that include nights, weekends and holidays.

Conducts morning and evening airfield safety inspections and documents daily inspections. Inspects ARFF vehicles, accessories, and radio communications for readiness. Attends scheduled training classes for Operations and ARFF. Communicates via VHF radio to piloted aircraft and the Air Traffic Control Tower.

Work may be occasional to very frequent including very heavy work involving the operation of power mowers, chain saws, brushcutters, edger and clippers, and other equipment used in landscaping, airport maintenance and right of way clearing. Performs building maintenance on selected Airport Authority buildings. Operates, services and maintains Airport Authority ARFF equipment and vehicles to include tractors, light-duty pickups, dump trucks and mowers; operates snow removal equipment, pavement repair equipment, ARFF equipment and other equipment associated with airport maintenance operations and safety; escorts contractors and other technicians as needed; operates vehicle mounted and portable spray equipment; sprays herbicides for control of weeds and performs other duties and responsibilities as directed by the Maintenance/Operations and ARFF Supervisor.

ESSENTIAL FUNCTIONS

Job Description

-Airfield Operations

1. Airfield safety inspections and documentation
2. Thorough knowledge of Airport layout and Airfield systems
3. Use of proper Airfield radio procedures
4. NOTAM procedures
5. Wildlife Control
6. Airfield Inspections
7. Snow Removal
8. Controls FOD
9. Understands airfield lighting standards and operation of airfield electrical systems
10. Performs daily fuel farm Inventory Control

-ARFF

1. First Responder First Aid
2. CPR Training
3. FAA ARFF Training
4. Operation of ARFF Vehicles
5. Operation of ARFF Equipment and Tools
6. SCBA Operation
7. Able to assume leadership role in ARFF situation and implement emergency plan while working alone or working with other SAA employees and SFD
8. Performs maintenance on ARFF Vehicles and Equipment
9. Thorough knowledge of FAR Part 139 and SAA Airport Certification Manual
10. Train others in ARFF skills and procedures
11. Able to perform FBO/Tenant Fuel Farm/Vehicle Inspections

-Airport Security

1. Understands TSR Part 1542 obligations
2. Performs Designated Ramp Observer tasks during charter flights
3. Thorough knowledge of Airport Security Plan
4. Thorough knowledge of SAA perimeter fencing and gates
5. Secures the MJ Kennedy Air Terminal after hours

-Technical Skills

1. Complete Required First Responder First Aid Training
2. Complete Required CPR training
3. Complete Required ARFF training
4. Demonstrates knowledge of airfield systems and radio communications
5. Able to use manuals, schematics and repair books
6. Able to read and interpret airport layout and airfield construction diagrams, schematics/blueprints, accurately
7. Knowledge of basic building maintenance skills—HVAC, Electrical, Plumbing, Building Construction, Ground Maintenance
8. Able to follow vehicle and equipment maintenance procedures
9. Able to perform basic vehicle and equipment maintenance tasks (i.e. oil change, tune-up, tires, brakes, chassis and electrical system)
10. Understand duties and responsibilities in the area of ARFF, Airport and Aircraft

- Operations, Airport Security, Airport maintenance, building maintenance, equipment operations, vehicle and equipment maintenance, safety and health and environmental protection
11. Diagnose vehicle, equipment and machinery problems, errors and trouble
 12. Dispose of scrap and waste material properly
 13. Operates equipment, vehicles and machinery safely
 14. Operates and maintains equipment, vehicles and machinery properly
 15. Completes scheduled maintenance on time
 16. Ability to operate PC utilizing Microsoft Office programs including Outlook, Word, Excel and other PC based programs for training and data entry

-General

1. Understands the importance of safety on the airport
2. Thorough knowledge of ARFF equipment and best utilization of agents
3. Personal preparation to assist in ARFF responsibilities
4. Ability to work in unison with coworkers on numerous projects
5. Establishes and maintains effective working relationships with other employees
6. Ensure equipment is operated and maintained safely and effectively
7. Operate and maintain airport equipment
8. At work ready to start shift in advance of scheduled shift time
9. Have exceptional attendance
10. Fills out timecard accurately
11. Keeps work area organized
12. Work is completed in a timely manner and of high quality
13. Is receptive to constructive feedback and criticism
14. Work is documented accurately and legibly
15. Knows and adheres to SAA policies, guidelines and procedures
16. Identifies ways to improve productivity
17. Identifies ways to ensure safety
18. Cooperates with SAA employees, airport tenants and customers
19. Offers viable ideas and suggestions
20. Shows respect for all others

-Community Image

1. Understand the economic impact of the airport and industrial center to the community.

JOB SPECIFICATIONS

1. High school graduate and ability to operate a variety of vehicles and equipment.
2. Some experience in performing heavy manual laboring and in operating trucks and light equipment
3. Knowledge of tools and equipment used in building and grounds maintenance
4. Knowledge of occupational hazards and necessary safety precautions applicable to laboring work
5. Physical strength and agility sufficient to perform heavy manual labor and to occasionally work under adverse weather conditions
6. Must possess current Kansas driver's license
7. Must be able to complete the FAA approved Aircraft Rescue and Fire Fighting training course and the SAA airfield familiarization and inspection course
8. Must pass the Transportation Security Clearinghouse Criminal History Record Check (CHRC) and Security Threat Assessment (STA).