

Martha's Vineyard Airport

Job Title: Airport Operations Specialist/Firefighter
Reports To: Assistant Airport Manager, Airport Operations Supervisor
Last Updated: November 11, 2002

Position Definition:

This position involves providing aviation services and maintenance and oversight of facilities of the Martha's Vineyard Airport during various work shifts or periods of the day or night. Primary responsibilities involve maintaining the Airport Terminal Building and adjacent grounds in a presentable fashion and /or providing aviation services and oversight to the aircraft operations area (AOA). These AOA responsibilities include dispensing of fuel into aircraft and refilling fuel trucks with aviation gasoline and jet fuel, maintaining records of sales services, monitoring fuel inventories and providing assistance and guidance to pilots to ensure a safe and secure AOA. Employee shall be certified in Aircraft Rescue and Firefighting operations and all other requirements of ARFF Personnel under FAR Part 139. Each employee must be a certified "First Responder" or better. Employee shall also be qualified in any other related duties determined to be necessary for proper airport operations. The duties of this position may include all or only some of those described above, depending on the time of day worked and the number of other airport employees working at that time.

Supervision:

The Airport Operations Specialist/Firefighter works under the supervision of Airport Management and/or their delegated authority (such as a shift supervisor) that assigns duties and reviews performance.

Job Environment:

Work is generally in and around the aircraft operations area (AOA), in the terminal building or at the parking areas. These areas are near hazards associated with airports, such as jet fuel, fumes, loud noises, moving mechanical parts, etc. The employee may be required to wear protective clothing and equipment. Frequently works in the Operations Office, Airport Grounds, Airport Business Park, AOA and any other Airport Building or Property.

Operates a variety of trucks, plows, mowers, hand and power tools, as well as office equipment.

Makes contact with other airport employees, airline personnel, and the public; some contact with state and federal agencies during inspection visits to the Airport.

Errors could result in delay or loss of service, personal injury or loss of life to self and/or others and damage to equipment.

Examples of Duties:

The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Inspects and monitors airport facilities during the work shift; informs supervisors of any change in conditions affecting airport operations or security; monitors and inspects all airport facilities including runways, lights, markings, etc.

Monitors and maintains the security of all airport buildings, grounds, and aircraft parking ramp during shift, staffs the Operations Office, maintains telephone and radio communication with aviation officials and the general public; processes fuel orders, landing fees, tiedown fees, parking fees, ramp passes, etc., processing cash and credit card sales; oversees the orderly operation of the airport; refers specific problems or situations to the Airport Management and/or their delegated authority.

Responds to inquiries and concerns of the general public, providing information about airport operations.

Greets arriving pilots and ensures that they are leaving their aircraft in the appropriate location. Answers questions about airport operation to pilots and other aviation personnel. Dispenses fuel into aircraft; refills fuel trucks with aviation gasoline and jet fuel.

Responds to alarms and emergency conditions; combats and extinguishes fires; performs firefighting activities utilizing ARFF Vehicles, fire hoses, heavy stream appliances and extinguishers, specialized rescue tools, SCBA's and ladders; evacuates, rescues and renders appropriate medical attention to persons in danger; responds to rescue calls; spreads salvage covers, removes excess water and debris; secures aircraft against rekindling and any other requirements of Aircraft Rescue and Firefighting personnel under FAR Part 139.

Watches for conditions that may adversely affect the safe operation of aircraft at the airport, such as snow cover or icing of operational surfaces, damage or debris or standing water, or any other unsafe condition; in the event of an unsafe condition, notifies the Flight Service Station and reports condition.

Performs additional maintenance and custodial work, including cleaning of terminal building when necessary, policing of grounds, enforcing parking regulations in lots, and mowing of grass areas specified by Airport Management or their designated representative when Facilities and Grounds person is not available.

Performs similar or related work as situation dictates.

Recommended Minimum Qualifications:

Education and Experience: High school diploma or equivalency, one year experience in airport operations; or any equivalent combination of education and experience.

Special Requirements: Shall be required to obtain and maintain a valid Massachusetts Class B motor vehicle operator's License, as well as air brake and hazardous materials endorsements and may also be required to obtain all necessary Hoisting Engineers Licenses to operate equipment that is commonly used on Airport Property.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of airport practices and procedures. Working knowledge of fire suppression and prevention principles, procedures, techniques and equipment as required for Aircraft Rescue and Firefighting personnel in FAR Part 139. Knowledge of the practices, materials, tools and equipment commonly used in building and grounds maintenance.

Ability: Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies and that general public. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, or smoke.

Physical Requirements:

Light to moderate physical effort generally required, except in responding to emergencies, extensive physical effort required. Eyesight and hearing must be at or correctable to normal ranges. Performance of work involves driving, standing and walking for long periods of time. Physical agility is required to access all areas of airport facilities. Emergencies require pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms. May be required to lift/carry equipment or persons weighing more than 100 pounds. In addition, must meet the physical fitness requirement established by the Airport that may from time to time be updated to reflect current industry standards.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for the personnel action and is subject to change by the employer as the needs of the employer and requirements of the job change.)