

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Airport Facilities Specialist Position Number: 66141

Location: Yellowstone Airport Department: Aeronautics

Division and Bureau: Airports & Airways Bureau Section and Unit: n/a

Job Overview

Position acts as the Airport Facilities Specialist for the Yellowstone Airport. Position is full-time seasonal with employment for approximately 7 months per year. This position completes all airfield required repair, maintenance, and related duties to ensure compliance with CFR Title 14 Part 139 certification standards. Position fulfills CFR Title 14 Part 139 Aircraft Rescue and Fire Fighting (ARFF) primary duties, responsibilities, requirements, and possible emergency incident commander. Position acts as a CFR Title 49 Part 1542 Airport Security Coordinator (ASC). Position ensures daily compliance with CFR Title 14 Part 139 operations on the airfield. Conducts airside and landside operations. Position acts in overall support of airport related functions and goals. This position reports to the Airport Manager.

Essential Functions (Major Duties or Responsibilities):

Facilities and Airfield Maintenance - 60%

Responsible for the maintenance and facilities up-keep of the airport runways, buildings, vehicles and equipment. Communicates with the Airport Manager daily regarding airport grounds, facilities, operations and tenants. Performs maintenance and facilities inspections and reports findings to the Airport Manager. Complete daily general maintenance to the airside/airfield and ensuring the minimum safety standards as set forth by the Yellowstone Airport Certification Manual (ACM) and CFR Title 14 Part 139 are met. Completes maintenance on items such as runway lighting, airport beacon servicing, minor grading work, obstruction removal, mowing, weed control, airside lighted signs, fencing, wildlife control, and minor pavement repairs.

- Performs preventative maintenance and mechanical repairs to ARFF trucks and equipment, approximately 4 auto vehicles/light-duty trucks, 2 tractors, 1 forklift, 1 4X4 utility

maintenance vehicle, trailers, mowers, and miscellaneous gasoline powered engines. Responsible for maintaining appropriate stock of vehicle maintenance supplies.

- Complete airport facilities maintenance which includes daily general maintenance, grounds upkeep, and water quality testing.
- Will schedule appropriately and maintain records of completion for contracted repairs.
- Will coordinate projects with outsourced contractors. Will control access to and from the airfield and oversees work quality and ensures specifications are acceptable.
- Assists with the winterization and de-winterization of all facilities and equipment.
- Responsible for tracking and ordering inventory/supplies.

General Airport Operations - 30%

- Performs daily required CFR Title 14 Part 139 inspections of the airfield, observes any abnormalities in the operations of the airport, and takes appropriate corrective action, including issuing Notices to Airmen (NOTAMs) in compliance with all Federal and State Regulations when appropriate.
- Ensures airport and personnel compliance with all FAA and TSA regulatory requirements and records regarding safety, security and certification mandates.
- Serves as a Transportation Security Administration (TSA) Certified Airport Security Coordinator (ASC) for general airport security concerns and regularly monitors the integrity of the airport perimeter fence and ensures gates, doors, and other points of access to the airfield are properly secured.
- Conducts periodic inspections associated with the Precision Approach Path Indicator (PAPI) and Automated Weather Observation System (AWOS). Will perform corrections to address deficiencies.

Other Duties - 10%

Perform a variety of other duties and activities as assigned by the Airport Manager in support of the Department mission and objectives.

- May act as Incident Commander for all Airport emergencies involving aircraft accidents, incidents, security emergencies and other airport emergencies in accordance with FAA and TSA regulations and the Airport Emergency Plan. May issue applicable NOTAMs required by the Airport Security Program when required.
- Serves as Primary ARFF responder, Medical First Responder, and backup Emergency Management Coordinator. Performs ARFF equipment and vehicle safety inspections. If anomalies are discovered during safety inspections, will complete the appropriate repairs or remove item from service and coordinate an alternative replacement.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

Working conditions include inside work that may require periods of computer work, as well as outside work that may result in exposure to adverse weather conditions.

Ability to climb up to 50' beacon tower using ladder utilizing all appropriate climbing gear and safety apparatus. Must be able to perform the physical demands associated with basic airport and facility maintenance. Position must meet or exceed the requirements set forth by the FAA to obtain and maintain a valid ARFF responder's certificate.

Need to be able to lift / move up to 40lbs unassisted.

Must be able to handle occasional considerable mental stress associated with intensive and challenging workloads, and multiple assignments with scheduled and unscheduled work with demanding deadlines. Position must be able to make occasional critical decisions without assistance with very important implications to flying safety and the general public. . This position requires the ability to use logical and deductive reasoning to problem solve.

Knowledge, Skills and Abilities (Behaviors):

- Acquire and maintain certification in Aircraft Rescue and Fire Fighting (ARFF), First Aid/AED and Cardiopulmonary Resuscitation (CPR). Knowledge of modern office practices, procedures, methods, and equipment.
- Principles and practices of airport facilities, programs and resources and technology. Knowledge of aviation electronic and visual navigational instruments, airside structures and facilities and the related upkeep and maintenance of those items. Standard industry practices relating to airports and aviation in regards to development, management and maintenance programs.
- Related use of federal aviation related material.
- Title 14 CFR Part 139 – Airport Certification
- Title 14 CFR Part 77 – Objects affecting Navigable Airspace.
- Title 49 CFR Part 1542 – Airport Security
- The use and implementation of airport specific rules and regulations, Airport Layout Plan, Airport Master Plan, Airport Certification Manual (ACM) and the Airport Security Program (ASP).

- Public and industry trade and technical manuals and guidelines.
- General civil construction practices including airfield/road construction and pavement maintenance, including electrical principles and facility and landside maintenance.
- Ability to organize, communicate and disseminate large amounts of information.
- Communicate clearly, and concisely, both verbally and in writing. Learn quickly and follow established guidelines and procedures.
- Operate a variety of heavy and light power-driven equipment.
- Compile, organize, and file paperwork, documents, and records appropriately.
- Coordinate and monitor a number of intricate duties and tasks simultaneously.
- Deliver excellent customer service to airport tenants and the public at large in a way that the airport is respected and well received.
- Work for long periods without supervision and make complex decisions regarding safety and other important items based on knowledge, experience, and published criteria without direction from supervisor.
- Organization and time management.
- Position requires extreme flexibility in order to adjust to and facilitate airport operational requirements.
- Maintain awareness of surroundings so that unusual safety and security related items will be noticed and dealt with in an effectual manner.
- Use good judgment in handling confidential matters including Sensitive Security Information (SSI).
- High level aviation facility maintenance and repair skills, including basic electrical repair.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associates degree/2 years of college/vocational training in Aviation, Facility Management, Maintenance, Firefighting, Law Enforcement, Aviation Mechanics, or a related field.

This position requires a minimum of 1 year of experience in airfield and facilities management, construction, mechanics, maintenance or a related field.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Certifications, licensure, or other credentials include: Preferred Valid MT Class B Commercial Driver’s License (CDL) with Air Brakes and Tank endorsements

Ability to pass an FBI background check and specialized ARFF training are conditions of employment. Obtain ICS-100, ICS-200, and ICS-700 (NIMS) within 6 months of hire.

Special Requirements:

List any other special required information for this position

Occasionally work outside of normal working hours and on weekends to fulfill position duties. Requires the ability to work late evenings, early mornings, weekends and holidays. This position will occasionally be required to work outside of normal business hours with short notice.

Training and certification for ARFF, security and medical requirements will be provided by the employer. Physical ability to pass ARFF training requires moderate physical fitness. Position must successfully pass training in order to fulfill requirements of the position. Position will require a satisfactory FBI security background check.

- Fingerprint check
- Background check
- Valid driver’s license
- Other; Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Facilities Specialist Job Code Number: S52212 Level: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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