

# Operations Officer



## **GENERAL SUMMARY**

Under the supervision of the Operations Manager, the Operations Officer is responsible for coordinating airport operations during his/her assigned shift. Tasks include, but are not limited to, monitoring of airport security equipment, answering telephones and radios, dispatching personnel to routine and emergency calls for service, monitoring and reporting airport conditions, and conducting airfield inspections and security patrols.

## **ESSENTIAL FUNCTIONS**

- Answers telephones and provides information and assistance to the public, tenants, and outside agencies.
- Monitors radio traffic; dispatches public safety and maintenance personnel to routine and emergency calls for service.
- Analyzes data from a variety of sources and makes decisions accordingly.
- Maintains departmental logs, reports, and records as required.
- Monitors the security access control and closed-circuit television systems. Acknowledges alarms, investigates incidents, and dispatches officers as needed.
- Collects information, inputs data, produces and issues identification badges, and maintains files and records as needed.
- Conducts inspections of airport facilities and equipment and maintains records in accordance with applicable rules and regulations.
- Monitors, assesses, and reports airport conditions to appropriate persons and agencies.
- Conducts wildlife hazard management activities on the airfield.
- Attends training as directed by the Operations Manager.
- Performs other duties as directed.

## **EMPLOYMENT QUALIFICATIONS**

### **Education:**

- Associate degree required; a bachelor's degree in aviation, business, or related field is preferred.

### **Experience:**

- Prior aviation/airport experience is desired.
- Proficient with the use of a computer and common software programs and applications.
- Valid driver's license required.

## **COMPENSATION**

The Operations Officer is a non-exempt position with a pay range of approximately \$20.42 to \$26.07 per hour and a comprehensive benefit package offering:

- BCBS Health Insurance
- Life Insurance
- Paid Time Off
- Deferred Compensation (457) Plan
- Dental Insurance
- Short and Long-Term Disability
- Health Care Savings Plan
- Vision Insurance
- Flexible Spending Accounts
- MERS Retirement Program

## **HOW TO APPLY**

Please submit in PDF format or Word document a cover letter, resume, and references w/contact information to [hr@craa.com](mailto:hr@craa.com).