

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AIRPORT OPERATIONS ASSISTANT - 1117

DEFINITION:

Under general supervision, to perform a variety of airport operations, public contact, and routine enforcement work at the City's general aviation airports; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Maintains airport facilities and equipment;
- Operates and services airport navigational aids;
- Makes official weather observations;
- Operates radio communication equipment;
- Conducts routine inspections of lease holdings to ensure compliance with lease provisions and City regulations;
- Responds to tenant complaints;
- Enforces airport and airport noise abatement rules and regulations;
- Drafts notices of violation and citations;
- Advises public of FAA and City airport regulations;
- Assists in the administration of a Storm Water Pollution Prevention Program;
- Provides information to users and visitors;
- Collects landing fees;
- Operates airport rescue and firefighting vehicles to patrol runways and perform emergency services;
- Makes physical facility security checks;
- Assists in the supervision of airport contractors;
- Coordinates facilities for special events;
- Coordinates responses to airport emergencies;
- Operates airport emergency response vehicles as First Responder for aircraft incidents/accidents;
- Collects fees and generates invoices;
- Prepares routine letters and reports;
- Performs minor maintenance of airport facilities.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

One year of full-time experience in general aviation airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** possession of a Private or Commercial Pilot's Certificate with an Instrument Rating or Military Aviator Rating; **OR** an Associate's Degree in Airport Flight Operations, Aviation Management, or a closely related field. Possession of a valid California Class Driver's license may be required.