

CLASS SPECIFICATIONS

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR AIRPORT OPERATIONS ASSISTANT

DEFINITION:

Under general supervision, to plan, supervise and participate in the work of subordinates performing a variety of airport operations functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, and participates in the work of subordinates performing airport operations duties;
- Reviews daily airport operations reports for accuracy;
- Advises public of FAA and City airport regulations, and provides airport information to the public;
- Enforces airport rules and regulations;
- Keeps records and prepares reports;
- Operates radio communications equipment;
- Makes official weather observations;
- Operates airport rescue and firefighting vehicles and other types of motorized and power equipment;
- Maintains airport safety;
- Manages airport operations in the absence of the Airport Manager;
- Assists in the training of subordinates;
- Assists in the evaluation of subordinates' work performance;
- May lead subordinate workers in the performance of 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 Announcement for updated minimum qualifications.

Six months of experience as an Airport Operations Assistant with the City of San Diego. Possession of a valid California Class C Driver's License and a U.S. Weather Bureau Certificate.

- * **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.