



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport and to serve the air transportation needs of southeast Virginia and northeast North Carolina.

Job Title: OPERATIONS OFFICER
Position Number: 901-04-002
Shift Schedule: 2:30 PM – 11:00 PM, Monday through Friday
Must be available to work on weekends & holidays
Starting Salary: \$ 24.46 PER HOUR
\$ 50,868.20 ANNUAL

JOB SUMMARY: The Operations Officer position is responsible for assisting the Operations Supervisor in the daily compliance with FAR Part 139 regulations. The Operations Officer works to ensure compliance with Federal Aviation Administration regulations pertaining to airport operations. The Officer inspects airport facilities, including runways, taxiways, ramps, perimeter barriers and buildings, obstructions, records discrepancies and works with the Operations Supervisor to arrange for corrective actions in a timely manner. The Officer prepares, maintains, and verifies records relating airport operations federal compliance and issues appropriate “Notice to Airmen” (NOTAMS) when hazards exist. The Operations Officer will help ensure the Airport Certification Manual, Airport Emergency Plan, and the Wildlife Hazard Management Plan manuals remain in compliance as approved and will assume other duties as directed by the Airport Operations Supervisor and/or the Director of Operations.

ESSENTIAL FUNCTIONS:

1. Continuously patrols and monitors all aspects of airport operations for compliance to airport rules and regulations pertaining FAA Part 139 and the FAA approved Airport Certification Manual (CFM) and related volumes.
2. Integrates the policy and procedures of the Wildlife Mitigation Plan into daily patrol activities and responds to Wildlife threats/incidents on the airfield including taking samples, removing carcasses, and filing associated reports, in the absence of the Wildlife Officer.
3. Uses approved Wildlife harassment techniques, tools and pyrotechnics as a part of the approved mitigation program without exceeding the approved permit specifications.
4. Understands how weather conditions affect all levels of airport operations and can disseminate forecasted reports to prepare the airfield, aircraft and tenants for a safe weather event.
5. Maintain availability and willingness to work during inclement weather events or other special events deemed critical in keeping the airfield fully operational until the mission is completed.
6. Provides escort responsibilities for authorized vehicles while in the movement/non-movement areas of the airport.
7. Provides driver’s movement/non-movement training for airport personnel, contractors and other authorized personnel, as required.
8. Able to evaluate matters of concern to determine various hazards that may exist on the airport, communicate them effectively to appropriate levels of leadership and work quickly to help reduce the current threat assessment to an acceptable level of risk.
9. Create and cancel NOTAMs using both the FAA NOTAM Manager System as well as the Legacy System to report various conditions and hazards on the aerodrome.



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10. Demonstrates the ability to communicate effectively via radio using FAA approved phraseology, phonetic spelling, universal time code and professional etiquette.
11. Works closely with Airport Fire, Airport Police, and other essential groups or personnel to assist, but not interfere, with airport emergencies, aircraft diversions and other related high priority events.
12. Maintains equipment, tools, vehicles and work space with sense of pride and professionalism.

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Knowledge of basic airport operations is essential to managing a commercial airport at a level normally acquired through the completion of a bachelor's degree in airport aviation management, public administration, business administration, or related field, or the equivalent work experience.
3. Ability to obtain and maintain eligibility to hold a Security Identification Display Area
4. (SIDA) badge as may be required by assigned job duties and responsibilities.
5. Ability to maintain movement area driver status.
6. Must have a good knowledge of airport operations as it relates to vehicular operations, runway/taxiway systems/signs and markings, wildlife hazards and control processes, inclement weather operations and communications procedures.
7. Ability to quickly analyze operational situations to determine threat/priority level and determine the best course of action while staying within company policy guidelines and/or regulatory requirements.
8. Ability to utilize computers and other technology items as tools in daily course of business. Maintain accurate electronic files, records and programs and must be able to meet time sensitive requirements as assigned or scheduled.
9. Must be a good communicator in both written and verbal form and use email, text messaging and various radios as a critical form of communication.
10. Must be flexible to learn new skills and tasks to assist others as assigned and demonstrates the ability to maintain effective work relationships with co-workers, leadership team and other airport personnel, tenants and suppliers.
11. Ability to work cooperatively with other members of the department, Airport Authority personnel, tenants and members of outside agencies at all levels.
12. Understands and complies with Employee Policy Manual requirements and abides by policy guidelines without conflict.
13. A minimum of 3 years working at an airport preferred.

DRIVING REQUIREMENTS: All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- Any employee who has been licensed in their state less than 3 years must provide a copy of their previous driving record to Human Resources.
- An employee or applicant may have a North Carolina or Virginia driver's license as long as they reside in that state.
- **An "unacceptable" DMV driving record includes the following violations during the most recent 3 year period:**
 - Two or more at-fault accident convictions
 - DWI/DUI
 - Drug Offense
 - Eluding a Police Officer
 - Committing a Felony with a Motor Vehicle



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- Foreign citizens with no historical driving record available to us
- Hit Run / Leaving the Scene of an accident
- Lending an Operator's License or Registration to Another
- Three or more moving violations
Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.
- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open Container Violation
- Passing a Stopped School Bus
- Racing or Speed Contest Violation
- Reckless Driving
- Speeding 25 mph, or more, above speed limit
- Speeding – 10 mph or more over the speed limit in a school zone
- Current Suspended License
- Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operator's Permit
- Vehicle Manslaughter/Homicide

HOW TO APPLY: Interested applicants must submit a Norfolk Airport Authority application form and a copy of their current DMV driving record to:

Norfolk Airport Authority
Human Resources Department
2200 Norview Avenue
Norfolk, VA 23518

Application forms are available in the Human Resources office or on our website
www.norfolkairport.com/employment

CLOSING DATE: All of the required documentation must be received by 4:00 PM on Friday, June 14, 2019.

Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer/Veterans/Disabled