



An Equal Opportunity Employer

Job Title:	Operations Specialist – Tri-Cities Airport
Department:	Operations and Facilities Maintenance
Reports To:	Chief of Police – Tri-Cities Airport
FLSA Status:	Union, Full-time, Non-exempt
Salary:	\$22.12/hr

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing, or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

JOB SUMMARY:

Operations Specialist is an entry-level position that manages the use of Tri-Cities Airport facilities in accordance with established policies and procedures. The position assures continuous safety and security compliance with Federal Aviation Regulation (FAR) Parts 77 and 139, Transportation Security Regulations (TSR) Part 1542, in addition to all other applicable statutes, regulations, and requirements. This position requires providing a high level of customer service in responding to questions and inquiries from the public, airport stakeholders, and/or governmental regulatory agencies, and is NOT a law enforcement position.

ESSENTIAL FUNCTIONS & DUTIES:

- Perform daily airfield inspections of runways, taxiways and associated aircraft aprons, document and report inspections and any action taken for the safety and security of flight.
- Assist as required or directed in all aspects of Winter Operations, with duties such as runway condition assessment and reports, snow removal by an appropriate method in any and all relevant locations at the Airport, and maintenance of safe access to the terminal by pedestrian traffic.
- Complete scheduled rounds to check the Terminal property both inside and outside.
- Maintain a daily log sheet and complete applicable incident reports that provide a detailed record of the daily activities in and around the Airport, as required by procedure.
- Assist Airport Management with badging and fingerprinting services.
- Report potential dangers, suspicious activities, or liabilities to the appropriate personnel.
- Complete checklists as required by procedure regarding items such as but not limited to, the perimeter of the Tri-Cities Airport, Airport Terminal, building

security, equipment, parking lots, and so on, as determined by the needs and requirements of the organization.

- Report maintenance items and custodial items to the proper contact, and occasionally provide a short term or emergency solution to basic maintenance and custodial issues, that if left unattended would cause undue harm or liability to the Airport, customers, or staff.
- Monitor fire alarm and fire suppression systems and have working knowledge to allow for uninterrupted services.
- Escort/accompany construction personnel and equipment on the airfield during times of construction.
- Will be responsible and accountable for issued tools and equipment.
- Represent Airport/Port management until relieved by the appropriate authority. At certain times, Operations Specialists may be the only representative of the Port and therefore must monitor, make decisions, and take action that is in the best interest of the Port and the public.
- Interact and coordinate with Airport and Port Management, the Pasco Fire Department, the Pasco Police Department, and other emergency responders as needed.
- Assist parking lot patrons whose vehicles have dead or low batteries or may be stuck in the snow.
- Perform duties in conformance with proper health and safety and observe all safety regulations and carry out work requirements without endangering fellow employees or the public.
- Successfully complete required monthly training.
- Perform wildlife procedures.
- Respond to and report hazardous material spills on Airport property.
- Possess a flexible schedule to allow for overtime work situations, early morning, and late- night snow removal and for other special events or emergencies.
- Perform all duties per policy, safety, state, local, and federal guidelines.
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Write and/or print legibly and accurately.
- Ability to interpret instructions, both written and oral; communicate effectively both orally and in writing; comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary, ability to work alone and without supervision.
- Demonstrate professionalism, good decision-making skills and be willing to accept responsibility.
- Prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently and meet critical time deadlines.
- Use tact, initiative, and prudence with staff, tenants and the public.
- Must be able to regularly and punctually attend work.
- Must be able to pass the Federal Aviation Administration training modules on operating on

- an airport.
- Must be able to obtain and maintain an Airport security badge (SIDA) as a condition of employment.
- Must be able to pass and maintain First Aid and CPR certification as provided.

EDUCATION & EXPERIENCE:

Education & Experience Requirements:

- High School diploma, or GED equivalent.

Licenses, Certifications & Other Requirements:

- Must be 18 years old.
- Must be authorized to work in the United States or a US citizen.
- Possess a valid Washington state driver's license, or ability to obtain one within 30 days of employment.
- Meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- Must successfully pass a pre-employment drug screening, medical examination and 10-year background investigation required by the Transportation Security Administration.

WORKING CONDITIONS:

Environment:

- The working environment is both indoors and outdoors. This position is subject to a variety of extreme weather conditions, noise and strong odors and fumes. The position is susceptible to mechanical, chemical, electrical and safety hazards associated with an airport.
- Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to speak and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, entering and exiting a vehicle, climbing a ladder and manual dexterity. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Operation of a motor vehicle is required.

Work Schedules:

Operations Specialist are on shift 24 hours a day, 7 days a week at the Tri-Cities Airport and are worked on a rotating basis.

All other employment information such as holidays, PTO, breaks, and overtime are administered per collective bargaining agreement and/or Port of Pasco Employment Policy and Procedures.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.