



Friedman Memorial Airport Seeks Airport Operations Seasonal Employees

Posted Date: 09/2/2020

Deadline to Apply: 09/30/2020

The Friedman Memorial Airport in Hailey, Idaho, is seeking qualified applicants for a full-time Airport Operations Seasonal Employee. This position, under the guidance of the Airport Operations Manager, is responsible for performing the Airport Operations.

Qualified applicants must have a high school diploma and three to five (3-5) years' progressive experience related to maintenance, heavy equipment operations, snow removal, and general labor. Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work of an Airport Operations Seasonal Employee. Hourly pay \$15.00-\$20.00, dependent upon qualifications.

A full job description and additional information is available online at <https://iflysun.com/employment-opportunities/>. Qualified candidates may submit a resume, including their qualifications and anticipated salary requirements, by September 30th, 2020. Please submit a resume to sarah@iflysun.com or deliver them to the Todd Combs Office Building at 1616 Airport Circle Hailey, ID 83333.

Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens, nationals, and non-citizens with valid work authorizations) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of newly hired employees. Our participation in the E-Verify program does not exempt us for the obligation to obtain a complete Form I-9 from every employee we hire.



Friedman Memorial Airport
Airport Operations Seasonal Employee
Effective date: 9/2/2020

Job Title: Airport Operations Seasonal Employee
Department: Airport Operations
Reports To: Airport Operations Manager
FLSA Status: Full-Time (32 hours/week)/Seasonal/On-Call/Non-Exempt
Pay Range: \$15.00 – \$20.00

Summary Statement:

In support of the of the Friedman Memorial Airport's (Airport) mission statement of, *"...Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices."*

Primary Job Responsibilities:

- Responsible for conducting safe snow removal operations per the airport's Snow and Ice Control Plan.
- Assists in the operation and maintenance of passenger terminal, airfield movement areas and other landside facilities.
- Assists with daily security checks.
- Performs general equipment and facilities maintenance and cleaning.
- Responsible for performing a variety of maintenance tasks using small and large tools.
- Completes airfield maintenance tasks using a variety of heavy equipment.
- Supports the Airport Rescue Fire Fighting (ARFF) responsibility of the Operations team.
- Understands work plans, policies, and procedures and prioritizes airport operations goals.
- Assists with escort services for vendors, clients, and other airport visitors as needed.
- Engages in the Friedman Memorial Airport safety standards and ethical requirements.
- Able to perform all duties and responsibilities as assigned.

Minimum Qualifications:

- High school diploma and three to five (3-5) years' progressive experience related to maintenance, heavy equipment operations, snow removal, and general labor.



- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work of an Airport Operations Seasonal Employee.
- Ability to work various shifts, multiple days in a row, and will be available for on-call duties. **Must** be available on holidays and weekends.
- Must have experience operating light, medium and heavy equipment including plows and front-end loaders, and other specialized snow equipment.
- Commercial Driver's License preferred.
- Must reside in or be able to relocate to Blaine County, Idaho.

Other Knowledge, Skills, and Abilities:

- Ability to work effectively and resolve problems under stressful conditions during emergency and potentially life-threatening situations.
- Knowledge of Microsoft Office programs including Excel, Word, PowerPoint, Outlook, and Teams.
- General knowledge of federal, state, local and airport regulations.
- Ability to prioritize multiple tasks with absolute deadlines.
- Ability to communicate effectively through all mediums including verbally, email, written, radio, text, and messaging.
- Ability to establish and maintain effective working relations with all internal and external Friedman Memorial Airport users.
- Skilled at performing essential duties effectively and accurately.
- Ability to work independently and as part of a team.
- Must be able to pass a TSA background check (SIDA) including a Criminal History Check, reference checks and drug test.
- Must have a clean Driving Record.

Language Skills:

- Effectively communicate in the written and spoken English language. Read, analyze, and interpret communications from airport departments as well as local and federal agencies.

Mathematical Skills:

- Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to understand and resolve practical situations.

Reasoning Ability:

- Ability to solve complex problems and deal with a variety of situational variables and scenarios within the limited scope of airport operations.



Working Environment:

- **Standard work schedule for this position is shift-based, Monday through Sunday 6:00 am to 11:00 pm** but must be available **24/7 during seasonal employment for snow removal operations**, including holidays and weekends. **May included extended hours.**
- Position working environment includes exposure to such environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.
- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may require the employee to regularly stand, walk, sit, and drive. This position will require the use hands to finger, handle, or feel, reach with hands and arms, speak, and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must be able lift and/or carry a minimum of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Drug Free Workplace:

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as a safety sensitive and is subject to testing requirement including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

Equal Opportunity Employer:

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.