



**Job Title:** Airport Operations/ARFF Specialist I  
**Reports to:** Airport Director of Operations and Maintenance  
**FLSA Status:** Non-Exempt  
**Pay Level:** \$31-\$34/hr

## JOB SUMMARY

The Airport Operations/Aircraft Rescue and Firefighter (ARFF) Specialist is responsible for the inspection and compliance of all airside, terminal, and landside facilities. Other duties include coordinating airport construction, issuing NOTAMS, ensuring FAR Part 139 compliance, coordinating special events, enforcing environmental regulations, mitigating wildlife hazards, responding to emergencies in the capacity of an ARFF firefighter, and other duties as assigned. Investigates and acts on matters involving safety, security, and customer service. The Airport Operations/ARFF Specialist will execute routine maintenance and cleaning of properties at the airport, including grounds, hangars, runways, and equipment while assisting with services provided for transient aircraft. Coordinates and is responsible for the Airport's maintenance, training, security, and emergency management programs. The Airport Operations /ARFF Specialist positions may be required to work independently, with little supervision, on any given shift, 24/7/365.

## MISSION

*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 DUTIES AND RESPONSIBILITIES

- Perform and accurately record detailed security and airfield inspections within movement and nonmovement areas according to FAA Part 139 standards and TSA 1540/1542 regulations
- Perform all functions of ARFF (Aircraft Rescue Firefighter) including driving firetrucks, handling power tools, entering tight/enclosed spaces, spaces that may be on fire, climbing ladders, dragging, pulling, and tugging on hose, and wearing all applicable PPE
- Continue professional development and training within the aviation industry
- Maintain Airport facilities through repairs and maintenance and general airport functions and within a potential designated specialty
- Issue clear, concise, and comprehensive Notices to Air Missions (NOTAMS) as needed
- Maintain airfield conditions during the winter storm operations
- Collaborate and facilitate with the Airport Security Manager about current security and changes to security requirements
- Coordinate with team members and leadership daily
- Conduct oneself in a professional manner and demonstrate sound judgment at all time
- Communicate via radio and phone in a professional manner
- Work cooperatively and professionally with other employees, officials, tenants, and members of the public without exception.
- Assist internal and external customers/vendors regarding rules and regulations, airport functions, and emergency situations
- Respond to all emergency and medical incidents by communicating with mutual aid, victims, and witnesses
- Document all "incidents" accurately and concisely

- Complete administrative requirements including but not limited to purchasing, maintaining supplies, parts, and tools
- Must be punctual when arriving to work
- Must be able to manage time wisely and is self-motivated to the task at hand even when distractions and interruptions occur
- Safety driven for yourself as well as your team members
- Must have the appropriate required licenses and skills to operate large equipment in unfavorable conditions

#### **Miscellaneous**

- Foster commitment, team spirit, pride, and trust
- Skilled in personal accountability to yourself, staff, management, and to the community
- Conduct yourself in a professional and ethical manner publicly and personally
- Understand public and confidentiality policies of Friedman Memorial Airport
- Maintain regular and reliable attendance
- Performs other work-related duties as needed

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Mechanically oriented individual with demonstrated abilities to problem-solve, improvise, and adapt.
- Act to resolve problems and provide solutions
- Knowledge of principles and practices of Friedman Airport Security Procedures
- Knowledge of principles and practices of various agencies including city, county, state, and federal agencies such as TSA and FAA
- Knowledge of Microsoft Office programs including Excel, Word, PowerPoint, Outlook, and Teams
- Skilled in prioritizing multiple tasks and managing projects with absolute deadlines
- Advanced critical thinking and problem-solving skills with a demonstrated ability for attention to detail
- Establish and maintain effective working relations with co-workers and clients
- Perform essential duties effectively and accurately
- Work independently or as part of a team
- Available after normal business hours to work
- Must have a valid Idaho Driver's License
- Completion of a TSA 10-year employment background investigation
- Transportation Security Administration (TSA) background check (SIDA)
- Successfully pass Friedman Memorial Airport background investigation that includes reference checks and criminal history checks

### **JOB REQUIREMENTS**

#### **Education and Work Experience:**

- Minimum High School diploma; Preference for a bachelor's degree in aeronautics, aviation management, airport administration, business administration or related field
- A minimum of one (1) year of full-time work experience; Preference may be given for performing in an airport environment including airline operations, FBO operations, Airport Operations, including internships in any of the above fields.
- Preference for experience and knowledge of FAA FAR 139 and TSA 1542 Compliance
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified, particularly in the fields of Fire Fighting, Law Enforcement, Heavy Equipment Operation, or general maintenance and repair

#### **Language Skills:**

- Effectively communicate in the written and spoken English language

- Read, analyze, and interpret communications from numerous departments as well as local and federal agencies
- Clearly and effectively articulate ideas and thoughts (verbally and in writing); actively listen; and facilitate public meetings
- Assists the Airport leadership team
- Able to follow written and verbal instructions, policies and procedures with accuracy and attention to detail

**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
- Prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided

**Physical Abilities:**

- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions
- This position requires the employee to regularly stand, walk, sit, and drive all airport-owned equipment including plows, mowers, blowers, fire trucks, and vehicles.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 150 pounds, and occasionally drag up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- No issues with claustrophobia, enclosed dark spaces, or the ability to enter burning aircraft
- The Airport Operations/Aircraft Rescue Fire Fighting Specialist may be required to undergo an annual “fit for duty” medical exam, a physical aptitude test that reasonably tests an employee’s ability to fulfil the physical requirements of the job. This test may include a simulation of operating within confined spaces that may be found in aircraft, the ability to drag a dummy, climb and descend stairs, and operate hose lines while in full PPE or a test like the US Forest Service Moderate Field Test (Pack Test)
- The employee is required to properly don PPE firefighting gear in accordance with FAA regulations and NFPA recommendations

**Working Environment:**

- The work environment will include inside conditions, outdoor weather conditions, extreme temperature, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter
- Employees will work in and around running aircraft and heavy equipment and outdoors during all weather conditions
- Work includes protected exposure to chemicals
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- **The position works varying shifts in 24/7 operations**, including holidays and weekends.

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### DRUG FREE WORKPLACE

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as a safety sensitive position 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 or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

<b>Employees Signature</b>	<b>Date</b>
<b>Supervisor's Signature</b>	<b>Date</b>