



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Airside Operations Specialist

About the Airside Operations Specialist

The Tucson Airport Authority (TAA) has two job openings for a Airside Operations Specialist, whose primary responsibilities under general supervision and administrative direction will be to escort non-Transportation Security Administration (TSA) badged personnel into the Movement Areas at Tucson International Airport (TUS) and Ryan (RYN) Airfield the “airports” for construction-related activities, and ensure that all related activities are successfully undertaken within TAA’s operations, safety and security policies; support the department to ensure that TUS and RYN are in compliance with 14 CFR Part 139 (Federal Aviation Regulations (FAR) Part 139) and other applicable federal regulations and safety standards, respectively; provide exceptional customer service.

Job Requirements

- A high school diploma or equivalent
- One year experience at a FAR Part 139 certified commercial service airport (or military airport)
- Experience in construction or related experience, knowledge of 14 CFR Part 139 (FAR Part 139) is preferred, and related federal requirements, or an equivalent combination of training and experience

Salary

Annual starting rate: \$31,928.00 - \$43,139.20 depending on qualifications, the top of the range is reserved for ideal candidates who closely match TAA's business needs.

Join the TAA Team!

TAA provides a pension through the Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948. It is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

Mission Statement: Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

The Airport System

Tucson International Airport (TUS) is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

Ryan Airfield (RYN), is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

How to Apply

Please visit the TAA website at www.flytucson.com to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at ssutton@flytucson.com.

Title: Airside Operations Specialist

Reports To: Senior Supervisor – Airside Operations

FLSA Code: Non-exempt
Grade: TBD
Approved: DB 5/16/18
Approved: ARV 5/16/18

Distinguishing Characteristics:

Under general supervision and administrative direction, has primary responsibility to escort non-Transportation Security Administration (TSA) badged personnel into the Movement Areas at Tucson International Airport (TUS) and Ryan Airfield (RYN) (the “airports”) for construction-related activities, and ensure that all related activities are successfully undertaken within TAA’s operations, safety and security policies; support the department to ensure that TUS and RYN are in compliance with 14 CFR Part 139 (Federal Aviation Regulations (FAR) Part 139) and other applicable federal regulations and safety standards, respectively; provide exceptional customer service.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Escort non-TSA badged personnel into the Movement Area of the airports as coordinated to support a myriad of airfield construction projects; ensure that construction activities conform to Federal Aviation Administration (FAA) and TSA regulations; ensure that TAA operations, safety and security policies and procedures are adhered to without exception and that the daily operations at TUS or RYN, and those of its tenants, are not compromised by construction operations.
- Ensure proper escorts for design and construction personnel are managed in accordance with TSA, FAA and TAA requirements (on the Air Operations Area (AOA) and Movement Area).
- Support and coordinate with other TAA departments.
- Support the continuity of airside operations at TUS and RYN in compliance with FAR Part 139 or applicable safety standard(s), respectively, to include the safe operation of all aircraft, emergency preparedness and emergency response, construction and maintenance functions, special projects, public safety, security, communications and passenger services.
- At RYN, perform self-inspections to ensure airfield operating environment meets federal standards and is in a condition to support the safe operation of aircraft; perform light maintenance, conduct regular site housekeeping and unsafe hazard inspections, to include and not be limited to general clean-up, coordination of

refuse (garbage) pick-up and removal; coordinate with RYN Tower and sweep, mop and vacuum, when necessary; issue and maintain access control cards and records.

- Respond to airport emergencies and situations that may involve loss of human life or property; coordinate public safety response to emergencies including police, fire and emergency medical services, airport communications and emergency rescue operations; utilize Incident Management System (ICS)/National Incident Management System (NIMS) protocols and procedures; notify appropriate federal agencies, i.e., FAA, NTSB, as appropriate; coordinate after-action emergency debriefing with appropriate departments and stakeholders.
- Monitor airport operations to ensure compliance with safety regulations as set forth by the FAA and security requirements as set forth by the TSA.
- Stay abreast updates to the TUS FAR Part 139 Safety Compliance/Self Inspection Program
- Inspect all runways, ramps, taxiways, and taxilanes; report deficiencies for corrective action.
- Perform tenant outreach to effectively communicate and coordinate general and/or pertinent information to airport tenants; ensure tenants are advised of pertinent airport information through the use of standardized Tenant Advisories or other approved media.
- Keep supervisor apprised of situations arising within daily shift.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

A high school diploma or equivalent; a minimum of one year experience at a FAR Part 139 certificated commercial service airport (or military airport), experience in construction or related experience, knowledge of 14 CFR Part 139 (FAR Part 139) is preferred, and related federal requirements; or an equivalent combination of training or experience.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Airport operations, including airport security.
- Practices and procedures of airfield construction and maintenance.

Skill in:

- Organization, oral, written communications and proofreading, critical thinking and multi-tasking.
- Being a highly motivated self-starter with the initiative to strive for the highest level of airfield safety.

Ability to:

Schedule

- Work assigned shifts, including day/evening/weekends/holidays, subject to overtime and on-call, as required.

Environmental Conditions

- Work in inclement weather conditions (heat, cold, wind, rain).
- Work in a high-noise environment.

Physical Requirements

- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals, and identify fuel grade color code markings, and actual samples of various fuels.
- Hear and understand, through both ears, sounds coming through a communications handset, a radio, a standard telephone receiver, or other outside sound sources.
- Read, write, and speak the English language in an articulate, fluent manner.
- Communicate clearly via telephone, radio, and cellular telephone, with sufficient clarity to be understood by others on the telephone or in person.
- Actively listen to others to understand their needs and the situation, as appropriate.

General

- Initiate and organize responsibilities with minimal supervision; take independent action relative to work problems requiring immediate solutions.
- Maintain discreet and professional sense of confidentiality and must understand that dissemination of information outside of job requirements is based on "need-to-know".
- Exercise effective customer service and public relations practices and procedures.
- Perform cross-training within the work environment.
- Perform tasks with a high degree of accuracy; maintain confidentiality; attention to detail.
- Function, with mature judgment, in compelling, high stress, fast paced work environment, with deadlines and multiple projects.
- Use office machines.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver's License
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area and Movement Area on the Air Operations Area (AOA).
- Must obtain and maintain access to the Security Identification Display Area (SIDA).

- Must successfully complete the National Incident Management System (NIMS) 100, 200, 700, 800 course requirements and certification within two years of employment.
- Must successfully complete the AAAE Basic Airport Safety and Operations Specialist (ASOS) training within two years of employment.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.