



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Project Officer

About the Project Officer Position

Tucson Airport Authority has an opening for two Project Officers. The Project Officers primary responsibility is to escort Non-TSA badged personnel into the secured areas of the Tucson Airport Authority (TAA, and also ensure that all related activities are successfully undertaken within TAA, Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) policies, procedures, and rules and regulations.

Job Requirements

Requirements include a high school diploma or equivalent; experience in construction, airport management and/or airfield communications is preferred. Valid driver's license required.

Wage

This position is temporary part-time, on call.
Hourly rate for position: \$12.00

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, about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 buildings 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: Project Officer

Reports To: Construction Services Supervisor

FLSA Code: Non-exempt
Grade: T/A Temp
Approved: *CCH*
Approved: *DRB* 12/7/16

Distinguishing Characteristics:

Under general supervision and administrative direction, the Project Officer has primary responsibility to escort non-TSA badged personnel into the secured areas of the Tucson International Airport (TUS) and Ryan Airfield (RYN), operated by the Tucson Airport Authority (TAA); and also ensure that all related activities are successfully undertaken within TAA, Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) policies, procedures, and rules and regulations.

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.

- Perform tasks mandated by TSA regulations Part 1542 and Federal Aviation Regulations (FAR) Part 139.
- Escort non-TSA badged personnel in secured areas of TUS and RYN as directed and ensure that the operations, safety and security policies of TAA, and FAA and TSA rules and regulations are followed.
- Communicate via radio with Air Traffic Control Tower to coordinate movement of construction personnel and other non-TAA staff on the Movement Area of the airfield.
- Prepare daily written activity reports that outline the activities of escorted parties; and submit to the Construction Services Supervisor.
- Perform various administrative duties and special activities.
- Ensure that all responsibilities of the department are carried out according to department policies.
- Communicate problems and other important issues requiring follow-up information via chain of command.
- Participate in departmental training, maintain job proficiency and knowledge in accordance with the "Construction Services Administrator Guide," "Ground Rules for Construction: TUS and RYN Airfield."

- Advise the Construction Services Supervisor weekly of availability to report to work.

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; experience in construction, airport management and/or airfield communications is preferred.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- A variety of practices and procedures, including Federal, State, and City regulations, FAR Part 139, and TSA Part 1542 regulations is desirable.
- TAA airport geography and TAA departments is desirable.

Skill in:

- Critical thinking and multi-tasking.
- Taking initiative and being a self-starter.

Ability to:

- Work any assigned shift on an on-call basis, including evenings/weekends/holidays, subject to overtime.
- Perform tasks with a high degree of accuracy, attention to detail, with mature judgment.
- Initiate and organize responsibilities without observant supervision, and taking independent action relative to work problems requiring immediate solutions, including notification to supervisor if unable to resolve work problems.
- Communicate via telephone, radio, and cellular telephone, with sufficient clarity to be understood by others and to hear radio and telephone transmissions in a high noise environment.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals.
- Lift up to 25 lbs., i.e. construction barricades and sand bags.
- Work in high noise environment, in extreme seasonal weather, and stand for prolonged periods of time.
- Use a computer utilizing Microsoft office software and office machines,
- Read, write, and speak the English language in an articulate, fluent manner.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.

- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Remain focused in situations involving extreme stress.
- Function in compelling, high stress, fast moving work surroundings.
- Perform cross training within work environment.
- Speak Spanish or another second language is helpful.
- Understand own strengths and weaknesses, to seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.

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.
- Must obtain and maintain access to the Security Identification Display Area: (SIDA).
- As an employee, you are deemed to be essential personnel as part of TAA’s emergency response, and respond to airport incidents as requested.