



## City of Houston Airport Operations Specialist

<b>SALARY</b>	\$21.34 - \$24.82 Hourly	<b>LOCATION</b>	Houston, Texas
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	31491
<b>DEPARTMENT</b>	Houston Airport System	<b>DIVISION</b>	HAS- 1390 -IAH - Airside Operations
<b>OPENING DATE</b>	05/25/2023	<b>CLOSING DATE</b>	6/8/2023 11:59 PM Central

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### POSITION OVERVIEW



**Applications will be accepted from: All Persons Interested**

**Division/ Section:** Bush Intercontinental / Airside

**Workdays & Hours:** shift work, including rotation, weekends, and holidays (subject to change)

#### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

The purpose of the Airside section is to ensure a safe and secure airside operational environment for employees and stakeholders while supporting tenant activities and projects and promoting aviation within the local community.

The purpose of the Airport Operations Specialist position is to inspect all tenant fueling agents and related fueling/training records for IAH in accordance with 14 CFR Part 139.321, AC 150-5230-4c, and NFPA 407 Handling and Storage of Hazardous Materials. They would also ensure compliance with other federal, state, and local regulations/ordinances for all aspects of ramp and fueling safety. The Operations Specialist would enforce operating instructions for IAH and any penalties for not adhering to the policy(s). The Specialist would ensure a safe and secure environment for all aircraft and initiates immediate corrective actions should an issue be found. Identifies and anticipates operational, safety, and security concerns by maintaining constant surveillance. **"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."**

**The Airport Operations Specialist duties will include but are not limited to:**

- Inspecting airfields and airport terminal areas and the perimeter to ensure a safe and secure environment. Prepares inspection reports. Reports unsafe conditions and policy/procedure violations and initiates enforcement actions.
- Maintains constant surveillance and radio contact with the Control Tower. Identifies and anticipates operational, safety and security concerns and initiates corrective action.
- Meets and communicates with airline, tenant and airport personnel and resolves problems with airport customers and tenants.
- Observes and reports tenant and airline activities to ensure compliance with airport leases, contracts, standards and policies/procedures. Reports violations to supervisor.
- Performs airfield safety activities, such as monitoring construction and maintenance work activities in operational areas, removing birds and animals from runways and notifying airline personnel and TSA of dangerous runway conditions.
- Initiates NOTAMS as required by federal regulations and maintains operations log of airfield activities.
- Performs and maintains reports on security activities. Communicates and implements the airport security incentive program.
- Performs and reports traffic and curbside management duties. Enforces parking regulations and issues parking citations. Initiates vehicle tows.
- Contributes to the team effort by performing related duties as needed.

**WORKING CONDITIONS:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate of heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements

**MINIMUM REQUIREMENTS**

**EDUCATIONAL REQUIREMENTS:**

Requires a Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field.

**EXPERIENCE REQUIREMENTS:**

Six months of experience in airport operations, airport security or airport safety are required.

**Directly related professional experience in airport operations/security may substitute for the above education requirement on a year-for-year basis.**

**LICENSE REQUIREMENTS :**

Requires a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with experience in an airport operations, airport security, tenant or air carrier fueling operations, or airport safety. Able to work all shifts, on holidays and weekends is highly preferred.

***\*\*\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\*\*\****

## GENERAL INFORMATION

### **SELECTION/SKILLS TESTS REQUIRED:**

The selection process will involve application review and/or interview. Department may administer skills assessment test.

### **SAFETY IMPACT POSITION:**

YES - If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Pay Grade: 17

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

### **APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting:  
<http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1577).

If you need login assistance or technical support call 855-524-5627.

If you need special services or accommodations, call (281-233-1577. (TTY 7-1-1)

**Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport System, please visit: [https://www.youtube.com/watch?v=EDWLV\\_sJFoM](https://www.youtube.com/watch?v=EDWLV_sJFoM).

### **EOE Equal Opportunity Employer**

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

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#### **Agency**

City of Houston

#### **Address**

901 Bagby St

Houston, Texas, 77002

## Website

<https://www.houstontx.gov/>

## Airport Operations Specialist Supplemental Questionnaire

### \*QUESTION 1

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions ?

- Yes
- No

### \*QUESTION 2

Do you have a valid/current driver's license?

- Yes
- No
- My license is presently restricted, suspended or revoked.

### \*QUESTION 3

What is the highest level of education you have completed?

- Less than High School Diploma/GED
- High School Diploma/GED
- Associate degree
- Bachelor's Degree
- Master's Degree or beyond

### \*QUESTION 4

What is your highest degree concentration as it relates to this position?

- Aviation Management
- Airway Science
- Aeronautics
- Public Administration
- Business Administration
- Other - closely related field
- No Degree

### \*QUESTION 5

How many years of verifiable experience of related professional experience in an airport operation, airport security or airport safety do you possess?

- Less than 3 years
- 3 to less than 5 years

- 5 to less than 7 years
- 7 years or more
- No experience

**\*QUESTION 6**

**How many years of progressively responsible experience in an airport operations or fueling agent role do you possess?**

- Less than 4 years
- 4 years to less than 6
- 6 years but less than 8
- 8 years but less than 10
- 10 years or more
- I have no experience

**\*QUESTION 7**

**How many years of experience do you possess handling/receiving fuel and conducting fuel inspections?**

- Less than 2 years
- 2 years to less than 4
- 4 years but less than 6
- 6 years but less than 8
- 8 years or more
- I have no experience

**\*QUESTION 8**

**The Houston Airport System operates 24/7, 365 days a year. Are you willing and able to work shift work, including rotation, weekends, and holidays? This includes overtime, planned and unplanned.**

- Yes
- No

**\*QUESTION 9**

**Please check all that you have "verifiable" experience with as it relates to Airport Operations or Fueling Agent Activities**

- Ramp/Apron inspections
- Aviation related emergency response
- 150 series advisory circulars
- Fueling operations and equipment inspections
- Aircraft escorts/relocations
- Monitoring compliance with leases, contracts, federal/state/local laws
- FAA required record retention for fueling/training operations
- SMS or aviation safety program experience
- None of the above

**\*QUESTION 10**

**Please explain your experience dealing with customers or employees who refuse to comply with legitimate instructions and your experience writing citation/violations to said customer?**

**\*QUESTION 11**

**Describe your experience and involvement in fueling general aviation, corporate, commercial, or military aircraft.**

**\*QUESTION 12**

**Which part of CFR 14 covers handling and storing of hazardous materials on airports?**

**\*QUESTION 13**

**What is the acceptable published standard for aircraft fuel servicing?**

\* Required Question