

**Position: Assistant Operations Officer**

**Reports to: Operations Supervisor and Airport Management**

**Airport: Gary / Chicago International Airport (GYY)**

**Key Responsibilities (Essential):**

The Assistant Operations Officer is responsible for various duties at the airport as directed by operational requirements, while ensuring safety standards and compliance codes are being upheld. This position also ensures compliance with FAA, DOT, local, state, and federal regulations.

The Operations Officer's essential duties will include the following activities:

- Update and maintain all required pertinent records on the computer based Airport Operations Daily Log and assist in providing professional services.
- Responsible for maintaining the airport safety under FAR Part 139 and reporting any discrepancies to the Airport Operations Supervisor.
- Qualify as an Aircraft Rescue Fire Fighter (ARFF) and drive and operate specialized ARFF vehicles for response to all aircraft alerts and emergencies.
- During periods of snow and ice removal, under the direction of a manager or supervisor, perform tasks at the Snow Command Desk, file Notices to Airmen (NOTAM's), Airfield Self Inspections, and update airfield conditions reports on computer-based programs.
- Upon qualifying in USDA Wildlife Hazard Management Training Program, perform wildlife mitigation services on airport operating areas.
- Perform airport security inspections and video monitoring under requirements of TSR1542. Respond to any unauthorized entry of persons or vehicles on the ramps and AOA.
- Maintain equipment and working environment in clean, neat and orderly condition.
- Position involves shift work, extended hours, and periodic adverse weather conditions.
- Maintains customer service and professionalism with all User's, Tenants, and Customers at all time.
- Maintain acceptable attendance and performance at required training functions.
- Update and maintain work orders to ensure airfield conditions, vehicle discrepancies, and facility repairs are reported and repaired by the maintenance department in a timely manner.
- Attend FAA 139 Training Sessions, ANTN, and other required training programs as scheduled.
- Perform all other tasks as assigned by the Airport Operations Supervisor and/or Airport Management.

### **Professional Experience/ Qualifications**

To perform this job successfully, the selected individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform the duties of this classification to Company standards, which includes, but not limited to passing, to the satisfaction of the Company, initial and periodic Company tests to ensure the initial and ongoing maintenance of required level of proficiency.
- Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardizations exist.
- Ability to write reports, business correspondence, and procedure manuals.
- Excellent communication skills.
- Demonstrated proficient level of MS office tools.

### **Compensation**

- Competitive compensation package.

### **Non-Discrimination Commitment**

- GCIAs' policies focus on eliminating all discrimination based on gender, race, ethnicity, indigenous identity, disability, sexual orientation, and gender identity.
- GCIAs' commitment to gender equality and non-discrimination focuses on issues related to equal opportunities and treatment for all women and men in the employees' recruitment, selection, and promotion, compensation, and development processes.

### **Education, Certificates, Licenses, Registrations**

- College degree preferred or the equivalent work experience in aviation.
- Meet the required airport training criteria under FAR Part 139.
- Must possess or be eligible to possess a valid Driver's License.
- Pass Company test pertaining to Federal Aviation Administration Federal Aviation Regulation Part 139.
- Meet or exceed, and required security training and performance criteria as mandated in the Federal Approved Airport Security Plan.

- Successful completion and maintain FAR Part 139 ARFF live-fire training requirements.
- Must be eligible to obtain all Airport staff access and security clearances from the Authorities.

**Physical Demands**

The 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.

While performing the duties of this job, the employee will be regularly required to stand; walk; use hands to finger, handle to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee will occasionally be required to sit. The employee must regularly lift and/or move more than 75 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**ACKNOWLEDGEMENT**

**I understand the requirements, essential functions and duties of the Assistant Operations Officer position.**

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_