

## Akron-Canton Airport – Job Description

**Job Title:** Operations Specialist  
**Reports to (Title):** VP of Airside Operations & Public Safety  
**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Date Created:** April 2021  
**Revised:** September 2021

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### The Akron-Canton Airport is an Equal Opportunity Employer

#### Job Summary:

Under general supervision, is responsible for ensuring the operational safety and security of the airport. Respond to fire alarms, medical emergencies, hazardous materials, and airport rescue. Participate in fire prevention and training and maintain the fire station and firefighting equipment. Ensure the airport is compliant with FAA Part 139 and TSA parts 1540 and 1542. This position operates within and contributes to an environment in compliance with Federal Aviation Administration and all applicable Federal, State, and local building code regulations.

#### Essential Functions:

- Under direction, ensure that the activities of this position and relevant programs are consistent with the mission, vision, core values, and sponsored initiatives of the Akron-Canton Airport Authority.
- Use appropriate equipment safely and follow safety guidelines established by the department. Watch for and report potential safety hazards to department manager.

#### Operations:

- Conduct visual inspection of the airfield and field trucks in search of safety and security concerns, report concerns to department manager, and/or intervene as needed.
- Interact with TSA, FAA and tenants for safety and security needs.
- Prepare and issue badges in accordance with TSA guidelines and other regulations.

#### Fire Fighter:

- Respond to fire alarms; lay and connect hose; maintain pumping apparatus; hold nozzles and direct water streams; climb ladder for rescue; ventilate burning structures or airplanes; enter buildings or airplanes to evacuate occupants.
- Operate all types of fire operation and rescue equipment including portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, and forcible entry tools.
- Participate in fire station housekeeping and regular floor watch detail.
- Perform search and rescue of individuals in hazardous environments including collapsed buildings, airplane accidents, hazardous material spills, and confined spaces.
- Attend special instruction in firefighting techniques; perform drills with other teammates; become familiar with airport layout, and established response routes and hydrant system.
- Assist Field Maintenance department with emergency snow removal.
- Work non-standard work weeks and shifts, including holidays, within a 24-hour operation in extreme weather conditions or emergency situations and work overtime as needed.
- Perform other duties as assigned.

**Job Requirements:**

Education: High school diploma or GED. Additional training / volunteer firefighter and safety compliance experience preferred.

Experience: 6 months – 1 year of related experience in fire fighter and/or airport experience preferred.

**Specific Skills / Knowledge:**

- Must possess a valid driver's license.
- State of Ohio Fire Fighter Certification and First Aid, or willing to obtain within 12 months of hire.
- Aptitude to learn, read, understand, and follow Part 139 and Part 1540, 1542 and 1544 Code of Federal Regulations.
- Knowledge of OSHA regulations and safety practices. Must be OSHA certified within 18 months of hire.
- Aptitude to learn to use and operate heavy equipment safely.

Computer Skills: Intermediate understanding of Microsoft Word, Excel, and Outlook; basic knowledge of Crystal reports

Equipment Used: Personal computer, copier, scanner, company vehicles, maintenance trucks, tipper trucks, snowplows, fire trucks, runway brooms, ramp loaders, snow blower, leaf blower, commercial mowers, fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, and forcible entry tools

**Supervisory Responsibilities:** None

**Working Conditions / Physical Demands:**

The work is frequently performed out of an office environment with occasional work performed on a field environment. The incumbent must be able to tolerate inclement weather conditions and be able to be exposed to heat or cold, rain, snow, humidity, noise, hazards, heights, and confined spaces occasionally. While performing the duties of this job, the employee is frequently required to work at a desk to work at a computer or perform administrative work; sit; stand; walk; use hands to operate equipment and handle objects; and talk or hear. The incumbent will occasionally use hands to grasp, feel, and reach with hands and arms; climb stairs and ladders; balance; stoop; crawl; kneel; crouch; push; and pull. The employee must regularly lift or move objects weighing up to 10 pounds, and occasionally lift or move objects weighing up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Interfaces:**

Internal: employees, management

External: tenants, federal agencies, customers

**Success Factors:**

- Ability to define problems and resolve them quickly with a strong attention to detail.
- Strong analytical skills, organizational, and communication skills.
- Ability to follow instructions and regulations and show initiative during rescue operations.

- Must be flexible and able to adapt, respond quickly, and remain calm during emergency situations.
- Must be patient and demonstrate a willingness to work unexpected overtime.
- Must be able to work in all kinds of weather conditions.
- Ability to pass an airfield driver's test.
- Strong interpersonal skills, with the ability to work with a wide range of people.
- A level head and calm disposition to handle emergency situations.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or guarantee employment for a definite or indefinite term.*

**Employee Acknowledgement:**

*I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I further understand that my employment shall be "at will" at all times, meaning that either the Akron-Canton Airport or I may terminate my employment with or without notice or cause at any time.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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