

The Grand Forks Regional Airport Authority is seeking qualified candidates for the position of ARFF/Operations Specialist. This position performs Aircraft Rescue Firefighting (ARFF) and Emergency Medical Service duties, FAR Part 139 duties associated with airport operations, TSA security responsibilities, attends mandatory fire and medical training, and assists with skilled tasks related to airfield, facilities and ground maintenance. The successful candidate must work non-traditional 24 hour shifts, including nights and weekends.

Preferred minimum qualifications include knowledge of principles/practices of firefighting, rescue and emergency medical, knowledge of federal aviation regulations, skill in operating specialized firefighting equipment, ability to work in stressful conditions, and ability to effectively communicate verbally and in writing. Employment with the Airport Authority is contingent upon an education/experience background investigation, pre-employment fitness assessment/testing, vaccination requirements, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security badge as mandated by the Transportation Security Administration.

Starting minimum salary: \$47,693 - \$48,651 Depending On Qualifications. Additional incentive pay available DOQ. Submit cover letter, resume and salary request to Operations & Maintenance Manager, 2301 Airport Drive, #107, Grand Forks, ND 58203; jcastiglione@gfkairport.com. Applications accepted until filled.

<b>TITLE:</b>	<b>Airport ARFF/Operations Specialist I</b>	<b>JOB CODE:</b>	3002
<b>PREPARED:</b>	10/03	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>	02/10, 08/12, 5/15, 4/18, 1/26/2021	<b>REVISION #:</b>	

**Summary:** Under general supervision, performs aircraft rescue, firefighting and emergency medical services and ensures airport maintains FAA certification and compliance; monitors/enforces 49 CFR Part 1542 Airport Security regulations and ensures compliance with FAA Part 139 Airport Certification regulations.

**Distinguishing Characteristics:** This designation is distinguished from the Airport ARFF/Operations Specialist, II classification by a lesser degree of applied technical expertise and knowledge in ARFF/Operations practices and techniques and less complex work projects.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs aircraft rescue, firefighting and emergency medical services as needed.
- Conducts regular checks and inspections of airfield surface conditions-
- Implementation of the Wildlife Hazard Management Plan.
- Performs quality control and monitoring of aviation fuel and the fuel farm.
- Performs perimeter security operations by conducting regular reviews of the airport grounds and reporting specific incidents or situations.
- Perform daily logbook entries, work orders and federal reports and records including airfield inspections and Notice to Airmen forms.
- Responds to service requests from airport tenants.
- Attends mandatory fire, medical, part 139, and other identified training sessions.
- Ability to respond to the airport, during inclement weather and/or emergency situations, potentially during off-duty hours.
- Issue airport security identification media and access control cards/keys.
- Ability to independently comprehend and communicate accurately via two-way radio with FAA Air Traffic Control Tower and follow specific directions to safely operate and drive on airfield movement areas (runways/taxiways).
- Assists with snow removal and equipment operation.
- Performs other related duties as assigned.
- Regular, In-Person attendance is required.

**PREFERED MINIMUM QUALIFICATIONS**

**Required Knowledge and Skills:**

- Knowledge of the principles and practices of firefighting, rescue and emergency medical.
- Knowledge of applicable federal aviation regulations.
- Skill in the operation of specialized fire and emergency equipment, heavy equipment and vehicles.
- Skill in working effectively under stressful conditions and emergency situations.

**JOB DESCRIPTION**

Airport ARFF/Operations Specialist

Initials \_\_\_\_\_

- Skill in operating motorized vehicles and equipment during emergency, high risk situations.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

**Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate with the preference of higher education.
- Certified firefighter 1 or 2.
- One year ARFF work experience.
- First Responder EMS certification.
- Possession of a valid state driver's license. Must obtain CDL class B with passenger endorsement within 6 months of employment

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases and potential physical harm in response to firefighting or other emergency rescue calls.
- Subject to standing, walking, sitting, bending, reaching, ascending and descending ladders, kneeling, running, and lifting heavy objects over 100 pounds.
- Ability to respond to the airport, within a reasonable time period, during inclement weather and/or emergency situations.

**Equipment and Tools Utilized:**

- Special Equipment includes automobiles. heavy motorized vehicles, and equipment; hand and power tools; fire, rescue and medical vehicles and equipment; cameras; meters; two-way radio; shotgun; rifle; and computerized and conventional office equipment.

**I have read and understand the requirements of the ARFF/Operations Specialist I position.**

\_\_\_\_\_  
(Employee Signature) Print and Sign

\_\_\_\_\_  
(Date)

**I understand that animal strikes at airports are a major concern for safety of the aircraft using the airport. I am willing to participate in the lethal depredation of wildlife hazards as part of this position.**

\_\_\_\_\_  
(Employee Signature) Print and Sign

\_\_\_\_\_  
(Date)

**I understand the Airport Authority has firefighting fitness standards, and that I will be required, as part of my employment with the Grand Forks Regional Airport Authority, to pass a medical screening / fitness test.**

\_\_\_\_\_  
(Employee Signature) Print and Sign

\_\_\_\_\_  
(Date)