

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

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.

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)