



Classification Title	Airport and Ferry Operations Coordinator	Code	568700
Department	Planning and Public Works	FLSA	Non-Exempt
Pay Range	Maintenance/Trades 15	Represented	No

GENERAL SUMMARY

The Airport and Ferry Operations Coordinator is responsible for ensuring safe and efficient day-to-day operations and facility maintenance work for Pierce County airport and ferry assets and infrastructure.

SERIES CONCEPT

The Airport and Ferry Operations Coordinator is the second level classification of a two-level series. The Coordinator differs from the Airport/Ferry Maintenance and Operations Technician in that the Coordinator has responsibility to ensure safe and efficient operations for assigned airport/ferry facility.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Act as liaison with customers, F.A.A. personnel, and the general public regarding airport operations.
- Coordinate maintenance activities for ferry operations.
- Maintain and repair airport and ferry facilities and runway lighting system.
- May oversee the operations of the airport fuel station and participate in stormwater testing.
- Maintain accurate records relating to maintenance and operational activities.
- Participate in the planning, development, and implementation of scheduled site expansion, renovations, or new construction.
- Assist with the development and implementation, and maintain airport and ferry security policies, procedures, and guidelines according to local, state, and federal guidelines and regulations.
- Collect and deposit hangar and tie down space rental and lease fees.
- Inspect, maintain, and repair concrete and asphalt floors, roads, parking lots, ramps, taxiways - foreign object damage and runways; applies a variety of materials to seal, coat, maintain and patch said surfaces.
- May perform facility maintenance and repair including carpentry, electrical, plumbing, painting, masonry, welding or other fabrication, and other related maintenance and repair to standards and code requirements.
- Operate and maintain all shop equipment.
- Respond to and report airfield and ferry incidents and mishaps.
- Install, maintain, and repair a variety of traffic and informational signs on buildings, roads, docks, and aircraft movement areas.
- Conduct safety and training meetings, and coordinate emergency related activities with local, state, and federal authorities.
- Assist in the budgeting process for the airport and ferry facility.



- Coordinate the scheduling of public events at the airport as necessary.
- Lift, carry, or move parts or equipment weighing up to 50 pounds.

Other Job Functions

- May assign work to other employees and ensure tasks are completed correctly and timely.
- May participate in employee performance evaluations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Four (4) years of airport and or ferry maintenance or airport operations experience OR any equivalent combination of experience and education is required; and,
- One (1) year of supervisory or lead experience.
- Additional related education or experience may substitute for the recruiting requirements.

Licenses or Certifications

- A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.
- Incumbents in this class may be required to possess or have the ability to obtain licenses required by the state, local, or federal code or regulations.

OTHER JOB REQUIREMENTS

- Satisfactory physical condition may be required as indicated by a County-approved physical examination.
- Authorize and complete all Pierce County background checks prior to employment.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- May be required to report to work as needed during emergencies and may be subject to 24-hour on-call availability.

PREFERRED QUALIFICATIONS

- Knowledge and familiarity of ferry operations, US Coast Guard regulations highly desirable.
- Knowledge and familiarity of aviation, airport operations, F.A.A. regulations and a pilot's license highly desired.
- Certification as an American Association of Airport Executives (AAAE) highly desired.

SUPERVISION

- Work is performed under general direction of a division manager. This position does not supervise but may function as a Lead Worker.

COMPETENCIES

Knowledge of:



- F.A.A. rules and regulations and/or aviation procedures.
- Rules and regulations of working over and/or near waterways.
- Basic record keeping principles and supply procurement.
- The standards, methods, materials, tools, and equipment used in maintenance, repair, and construction work.
- General knowledge of one or more of the following: carpentry, plumbing, electrical, mechanical, HVAC, painting, masonry, and other related maintenance trade areas.
- The codes and regulations applicable to one or more trades.
- Occupational standards, safety, and hazardous precautions associated with various trades, construction areas and airports.

Skill in:

- Use of independent judgment and effective decision-making when applying departmental policies and procedures and in effective problem-solving.
- The use and operation of shop equipment, hand/power tools, and related trades equipment and materials.
- Utilizing a personal computer at an acceptable level of proficiency as required of the position; and operating standard office machines.
- Working with the public in a professional manner.
- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Perform routine building maintenance, repair, and construction work including the routine inspection of low-pressure boiler.
- Plan projects, estimate costs and materials necessary to complete assignments, plan and lay out projects, prioritize work, ensure compliance with codes and standards, and oversee assignments through project completion.
- Determine needs and make any repairs necessary for the operation of the facility.
- Keep accurate records and prepare necessary reports.
- Establish and maintain effective working relationships with employees, customers, F.A.A., private businesses, and the general public.
- Work independently with minimal supervision.
- Use and Operate airport communication and security systems.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals and groups.
- Understand and follow written and verbal instructions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet the travel requirements of the position.

WORKING ENVIRONMENT/CONDITIONS



The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents may perform assigned work in a variety of inside and outside climates and conditions, with exposure to weather, and conditions such as slippery floors or difficult terrain. Work may involve the use of chemicals, cleaning agents and handling or working with toxic/hazardous substances in a safe manner.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Sometimes
Extreme heat (<i>above 100 degrees</i>)	Sometimes
Communicable diseases	Seldom or Never
Moving mechanical parts	Frequently or Often
Fumes or airborne/blood borne	Seldom
Toxic or caustic chemicals or substances	Seldom
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Frequently or Often

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.

Twisting, balancing, climbing, kneeling, bending, stooping, crouching, reaching, dragging, pushing/pulling, and adequate vision and manual dexterity to operate tools and perform maintenance on equipment or facilities. Lifting or carrying objects up to 50 pounds may be required. Driving of vehicles and operating a variety of large equipment, at times in dangerous weather conditions is required. Driving to various work sites and locations is required.