



VACANCY ANNOUNCEMENT
AIRPORT OPERATIONS LEADER
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
AIRPORT DIVISION

Applications are now being accepted for the position of Airport Operations Leader at the Orange County Airport. The nature of this appointment is provisional. This position is allocated in the Competitive Class which requires a Civil Service Examination. Open Competitive Examination will be announced at a later date. This work involves responsibility for leading and participating in all aspects of airport operations and services. Work is performed under the general supervision of the Director of Aviation with leeway for the use of independent judgment in planning and carrying out details of the work. Leads the work of subordinate personnel assigned to airport service operations including scheduling and guidance. On 24-hour call. Does related work as required.

Duties include, but are not limited to:

Plans and schedules work of employees assigned to the Operations Section;

Provides training required of Operations Section employees, including fueling aircraft, radio operation, customer service, and groundskeeping;

Ensures compliance by aircraft operators of all Federal, State, and local laws and regulations.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) and one (1) year of work experience involving airport operations, maintenance or management; OR
- (B) Completion of thirty (30) credits and two (2) years of work experience involving airport operations, maintenance or management; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience involving airport operations, maintenance or management.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

*NOTE: Your credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: Orange County employees as per contract for Grade 11.
For new employees: \$28,4031 per hour; \$51,693.64 annually (35-hour work week);
effective July 6, 2024 \$59,078.45 annually (40-hour work week).

**Final candidate must submit to a fingerprint check and criminal history and background investigation.
Costs related to such investigation shall be borne by the applicant.**

SEND APPLICATION TO:
COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 509
GOSHEN, NEW YORK 10924

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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www.orangecountygov.com

Revised Salary Update 05/03/2024 Pos#017210