

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** AIRPORT OPERATIONS LEADER **GRADE:** 11

**TITLE ABBREVIATION:** AIRPT OPER LEADER **TITLE NO.:** 561060

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** SC **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** COUNTY AIRPORT

**SUPERVISOR'S TITLE:** DIRECTOR OF AVIATION

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

**TYPICAL WORK ACTIVITIES:**

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

Provides training required of Operations Section employees, including fuel, oil and other servicing of aircraft; Unicom radio operation; parking and towing aircraft; airport security; airport safety including marking of hazards, runway inspections and lighting maintenance; fuel handling and storage;

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

Schedules and oversees operation of vehicles including fuel trucks, aircraft towing, snow removal, standard airport vehicles and fire crash rescue trucks;

Ensures that techniques in securing aircraft and hangar storage are properly applied;

Maintains control of all aeronautical operations equipment;

Assists in the maintenance and operation of all aeronautical equipment;

Maintains control over the custodial functions of the airport terminal building, pilots lounge, operations office area and all County-owned hangar storage areas;

Enforces vehicle operating policies, both on the airfield and on public airport roads;

Maintains records of fuel and oil disbursements and receipts, resalable items, and operational statistics; prepares requisitions of supplies and maintains inventory accounts;

Assists in administrative tasks associated with airport operations;

Coordinates with local FAA personnel in acquiring weather information and about violations of flight rules; prepares NOTAMS information;

Contacts customers and coordinates rentals of hangar and tie down space and maintains tenant records;

Provides assistance to FAA with aircraft wreckage removal;

Assists in airport FAA compliance in the absence of the Director of Aviation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of airport operations; good knowledge of Federal, State and local rules and regulations governing airport management; good knowledge of practices, tools and materials used in airport operations; good knowledge of airport maintenance practices and field operations; good knowledge and demonstrated skill in the operation of trucks and other specialized automotive equipment; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree in Engineering or Aeronautics; OR
- (B) Bachelor's Degree in Business Administration, Management, Construction Management, Transportation and Logistics, Transportation Management, or related field and one (1) year of work experience; OR
- (C) Completion of sixty (60) credits and one (1) year of work experience involving airport operations, maintenance or management; OR
- (D) Completion of thirty (30) credits and two (2) years of work experience involving airport operations, maintenance or management; OR
- (E) 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 REQUIREMENTS:** Must possess and maintain a valid driver's license.

\*NOTE: Your degree or 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 degree or 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.

REVISED 9/12/25