AIRPORT MANAGEMENT INTERN
MAA
Created: January 13, 2022
Unit: None
Classification: Non-Exempt
Status: Internship
Reports to: Airport Operations Manager
Supervises: None

NOTE: This internship is for a fixed period of up to one year with no guarantee of full/part time employment upon completion.

SUMMARY

Under supervision of the Airport Operations Manager, the Airport Management Intern assists with the daily airside & landside operations of the airport and ensures compliance with FAA Part 139, TSA 1540/1542 regulations, snow removal operations, airport regulations, and ordinances. The intern will be exposed to all different aspects of airport management at a commercial service airport and gain experience in fields such as: Operations, Administration, Building Maintenance, Airfield Maintenance, Finance, Security, and Aircraft Rescue Firefighting. The primary focus of the internship is Airport Operations with scheduled engagement with other Airport departments as listed above. This internship is a professional internship with no guarantee of full/part time employment upon completion. Ability to work a wide variety of shifts including nights, weekends and holidays may be occasionally required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Assists the airport management team in ensuring compliance with federal, state and local regulations regarding airport operations.
2. Assists with preparation, update, and implementation of manuals and plans, such as, but not limited to the Airport Certification Manual (FAR Part 139), the Airport Security Program (49 CFR 1542), stormwater management plan, capital improvement plans, airport minimum standards, etc.
3. Assists in the management and coordination of landside and airside operations of the airport including daily self-inspections and ensuring the airport is in compliance with FAA Part 139 regulations, conducting terminal, parking lot, & perimeter inspections.
4. Assists with inspections of airport facilities such as paved surfaces, buildings, electrical and lighting equipment, and automotive or construction equipment for maintenance and safety discrepancies, and documents findings.
5. Assists in implementing airport training programs, schedules training, and track all training records to ensure compliance.
6. Assists the airport security coordinators by monitoring Airport security to assure services are performed as specified by federal regulations and local agreements.
7. Assists with planning, and coordinating activities concerned with federally and nonfederally funded construction and maintenance of airport facilities such as buildings, runways, taxiways, ramps, fuel farm and adjacent areas.
8. Assists management with daily activities of the terminal, ground transportation and parking activities.
9. Coordinates and ensures operational readiness for snow removal operations.
10. Initiates NOTAMS as required by federal regulations.
11. Assists in the maintenance of all records required by all regulatory agencies.
12. Performs other related duties of a comparable level/type as required.
13. Coordinates with the airport management team for the handling of customer complaints.
14. Occasionally works irregular hours such as nights, weekends, or holidays.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and/or Training

• Must have a Bachelor’s Degree in Airport Management, Aviation Management, Business Administration or a closely related field from an accredited four-year college or university or will have completed the degree prior to starting employment or currently enrolled in an aviation related graduate degree level program.
• Must be a minimum of 18 years old.
• Membership in the American Association of Airport Executives or Airports Council International highly desirable.
• Private Pilot’s license highly desirable.

Required Knowledge, Skills and Abilities

• Knowledge of FAA and TSA regulations.
• Knowledge of airport operations.
• Ability to communicate effectively, both orally and in writing, with airport tenants, employees, vendors, and contractors, and well as with regulatory agency personnel.
• Ability to understand and follow oral and/or written policies, procedures and instructions.
• Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
• Ability to use handheld and ground radios.

Required Special Qualifications

• Ability to pass a post-employment offer physical examination and drug screen.
• Ability to pass a background investigation to obtain unescorted Airport Identification/Access privileges.
• Ability to operate a vehicle and possession of a valid driver’s license.

Physical Demands and Work Environment
See attached position requirements.
What are the physical activities of this position? (Please check ALL that apply.)

☒ CLIMBING: ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

☒ BALANCING: maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

☒ STOOPING: bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

☒ KNEELING: bending legs at knee to come to a rest on knee or knees.

☒ CROUCHING: bending the body downward and forward by bending leg and spine.

☒ CRAWLING: moving about on hands and knees or hands and feet.

☒ REACHING: extending hand(s) and arm(s) in any direction.

☒ STANDING: particularly for sustained periods of time.

☒ WALKING: moving about on foot to accomplish tasks, particularly for distances.

☒ PUSHING: using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

☒ PULLING: using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

☒ LIFTING: raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

☒ FINGERING: picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

☒ GRASPING: applying pressure to an object with the fingers and palm.

☒ FEELING: perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

☒ TALKING: expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

☒ HEARING: perceiving the nature of sounds with no less than a 40 db. Loss @ 500 Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound such as when making fine adjustments on machined parts.

What are the visual acuity requirements including color, depth perception and field of vision? (Check ONE.)

☒ REPEETITIVE MOTIONS: substantial movements (motions) of the wrists, hands, and/or fingers.

What are the physical requirements of the position? (Check ONE.)

☐ SEDENTARY WORK: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

☐ LIGHT WORK: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

☐ MEDIUM WORK: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ HEAVY WORK: exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ VERY HEAVY WORK: exerting in excess of 100 pounds of force occasionally and/or in excess of 20 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

What are the visual acuity requirements including color, depth perception and field of vision? (Check ONE.)

☐ MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: this is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

☐ MACHINE OPERATIONS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: this is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm’s reach. Also, mechanics and skilled tradespeople and those who do work of non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, etc.

☐ MOBILE EQUIPMENT OPERATORS: this is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
Mental & Physical Requirements

☐ OTHER: this is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

What are the conditions the worker will be subject to in this position? (Check ALL that apply.)

☐ The worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.

☐ The worker is subject to outside environmental conditions; no effective protection from weather.

☒ The worker is subject to both environmental conditions; activities occur inside and outside.

☐ The worker is subject to extreme cold; temperatures below 32 degrees for periods of more than one hour.

☐ The worker is subject to extreme heat; temperatures above 100 degrees for periods of more than one hour.

☒ The worker is subject to noise; there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

☐ The worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.

☐ The worker is subject to hazards; includes a variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

☐ The worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin; fumes, odors, dusts, mists, gasses or poor ventilation.

☐ The worker is subject to oils; there is air and/or skin exposure to oils and other cutting fluids.

☐ The worker is required to wear a respirator.

☐ None; the worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Does your job require you to work outdoors?

☒ Yes  ☐ No

If yes, describe duties including when and how often.
Ramp and field driving training, occasional inspections.

Environmental Conditions: please check types/levels.

☒ Noise Levels ____________________________

☐ Chemicals ________________________________

☐ Fumes _________________________________

☐ Lighting _______________________________

☒ Temperature ______________________________

☐ Floor texture (including slippery surfaces) _____________

☐ Dust _________________________________

☐ Clothing ________________________________

☐ Safety equipment __________________________

☐ Hazards _________________________________

Do you work with or around dangerous equipment or devices that could injure you or others in your area?

☐ Yes  ☒ No

If yes, please explain: __________________________
____________________________________________
____________________________________________
____________________________________________

Does your job require you to work nights, weekends or non-regular hours?

☒ Yes  ☐ No

If yes, please explain: Occasionally for operational or training purposes.

Are you required to travel on business?

☐ Yes  ☒ No

If yes, please explain. What methods of transportation are used? How frequently?