



**CITY OF LUBBOCK**  
invites applications for the position of:

# **Airport Operations Agent**

An Equal Opportunity Employer

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**SALARY:** \$20.82 Hourly  
\$1,665.60 Biweekly  
\$43,305.60 Annually

**OPENING DATE:** 12/25/21

**CLOSING DATE:** 02/25/22 05:00 PM

**SUMMARY:**

Assists in monitoring and maintaining safe and efficient airport use and to respond to real or potential emergency situations at the Lubbock Preston Smith International Airport (LPSIA). The primary mission is compliance with and implementation of Federal Aviation Regulation (FAR) Part 139 – Certification of Airports, the Airport Certification Manual (ACM), and Transportation Security Administration (TSA) Regulation Part 1542.

**ESSENTIAL FUNCTIONS:**

- Inspect all runways, taxiways, ramps, and the associated areas to ensure compliance with FAR Part 139 and the ACM, and to ensure conditions are safe for the continued operation of aircraft;
- Issue and record all airport identification badges, parking decals, taxicab permits and temporary ramp permits;
- Make immediate and vital decisions affecting the continuation of air and ground operations during emergency conditions and snow removal operations in accordance with FAR Part 139, TSA Part 1542, and other applicable advisory circulars when applicable;
- Issue and cancel Notices to Airmen (NOTAM's) for the opening, closing, and condition of airfield facilities in accordance with FAR Part 139;
- Respond to all aircraft emergencies, incidents, and accidents; serve as Incident Commander until relieved; control, direct and coordinate responding services, in accordance with federal regulations;
- Document daily airfield events through daily logs and incident/information reports.
- Work with the FAA, TSA, other federal agencies, and airport tenants as required to insure the safety of aircraft operations;
- Perform safety inspections of refueling procedures, equipment and fuel storage areas; ensure compliance with FAA regulations, the National Fire Protection Association; issue written violations for infractions as necessary;
- Coordinate airport operations, maintenance and safety matters with other personnel, divisions, departments and outside agencies; respond to complaints and concerns from airport tenants and the general public;
- Perform terminal building inspections to insure safety, security, cleanliness, and appropriate levels of operational standards;
- Evaluate airfield conditions during inclement weather conditions; determine the need for snow removal; coordinate all weather related operations; manage snow control center; notify FAA Flight Service Station, Air Traffic Control Tower, and all airport tenants;
- Conduct a variety of training sessions for Aviation Division personnel including driver and security procedures training; verify access requirements and issue identification media in accordance with approved procedures;
- Monitor airfield conditions for the safe and continuous operation of aircraft; open and close movement areas as necessary; provide information and assistance to users of the airport;
- Conduct wildlife management in accordance with LBB's Wildlife Hazard Management Plan; including the carrying and discharging of firearms, pyrotechnics and utilization of other wildlife management techniques;

- Train all individuals in accordance with FAA and TSA regulations to obtain a LBB airport identification badge;
- Respond to questions and inquiries from the public airport tenants, airlines and governmental regulatory agencies;
- Maintain records and prepare operational reports for supervisor;
- Perform other duties as assigned;
- Works shifts as an Airport Operations Dispatcher when required.

### **QUALIFICATIONS:**

Completion of a bachelor degree in aviation management or a related field, or any combination of relevant education and experience which provides the following:

*Valid current driver's license*

*License preferred or must obtain TCOLE Telecommunications within one year of employment*

*Hunter's Education certificate preferred or must obtain within three months of employment*

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Knowledge of FAR parts 77 and 139;
- Knowledge of FAA Advisory Circulars (AC's) 150 series pertaining to airports;
- Knowledge of weather and NOTAM terminology used in Airport Operations;
- Knowledge of airport emergency operations, methods, procedures, and practices;
- General administrative and public service operations.

#### **Ability to:**

- Know and apply FAA requirements and regulations;
- Administer a variety of airport operations and security functions;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with airport tenants, governmental agencies, and other Aviation Department employees;
- Determine exact condition of all airport surfaces through visual inspection and reports from pilots and other personnel;
- Safely handle firearms, pyrotechnic devices, and chemical repellants used in wildlife management;
- Make safe and sound assessments and decisions under pressure of emergency situations such as snowstorms and aircraft accidents;
- Work independently required;
- Work in all weather conditions required;
- Work rotating shifts as required;
- Must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions;
- Must pass a federal security background investigation to acquire and maintain Department of Homeland Security/TSA mandated airport security identification and access control media;
- Must pass a TSA Security Threat Assessment;
- Must pass Airport Security training as required by TSA regulations;
- Must obtain a TCOLE Telecommunications License within twelve (12) months of employment.

#### **Physical Requirements:**

- Frequently stand and walk during the shift;

- Frequently stand and walk;
- Frequently pull or push objects;
- Occasionally flex upper trunk forward at the waist and partially at the knees;
- Occasionally lift and carry up to 10 pounds;
- Occasionally lift and carry up to 25 pounds;
- Occasionally rotate upper trunk to the left or right while sitting or standing;
- Place arms above at/or below shoulder height.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mylubbock.us>

Job #A235-4616  
AIRPORT OPERATIONS AGENT  
PH

THE HUMAN RESOURCES IS LOCATED AT:  
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806-775-2281  
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