

## CLASS SPECIFICATIONS

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

### SENIOR AIRPORT OPERATIONS ASSISTANT - 1808

#### **DEFINITION:**

Under general supervision, to plan, supervise, and participate in the work of subordinates performing a variety of airport operations functions; and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

- Plans, schedules, assigns, and participates in the work of subordinates performing airport operations duties;
- Assists in airport operations technical training;
- Reviews daily airport operations reports for accuracy;
- Advises public of FAA and City airport regulations, and provides airport information to the public;
- Enforces airport rules and regulations;
- Keeps records and prepares reports;
- Operates radio communications equipment;
- Makes official weather observations;
- Operates airport rescue and firefighting vehicles and other types of motorized and power equipment;
- Maintains airport facilities and safety;
- Manages airport operations in the absence of the Airport Manager;
- Coordinates maintenance services for airport vehicles, building maintenance services, and contracted maintenance services;
- Assists in the training of subordinates;
- Maintains aircraft inventory and billing data;
- Performs minor maintenance;
- Prepares a variety of memorandum, reports, and correspondence;
- Assists in the evaluation of subordinates' work performance;
- May lead subordinate workers in the performance of minor maintenance of airport facilities.

#### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as an Airport Operations Assistant with the City of San Diego; **OR** one year and six months of full-time experience in general aviation airport

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

operations, including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** possession of a Private or Commercial Pilot's Certificate with an Instrument Rating or Military Aviator Rating, **AND** six months of full-time experience in general aviation airport operations, including airport management, airport operational maintenance, air traffic control, or a closely related field; **OR** Associate's Degree or higher in Airport Flight Operations, Aviation Management, or a closely related field, **AND** six months of full-time experience in general aviation airport operations, including airport management, airport operational maintenance, air traffic control, or a closely related field. Possession of a valid California Class C Driver's License.