



Career Service Authority  
Aviation Noise Abatement Officer

Page 1 of 5

### **GENERAL STATEMENT OF CLASS DUTIES**

Performs professional level work monitoring aircraft noise and collecting data using various monitoring systems and responses and offers solutions to noise complaints/comments.

### **DISTINGUISHING CHARACTERISTICS**

This class performs professional level work monitoring aircraft noise and collecting data using various monitoring systems and responses and offers solutions to noise complaints/comments. This class is distinguished from the Aviation Noise Abatement Supervisor that performs supervisory and professional level work over noise abatement staff members, provides direction and long range and short term planning, directs policy and procedure development, and acts as a subject matter expert on airport noise mitigation issues and compliance.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory responsibilities.

**ESSENTIAL DUTIES**

Operates and monitors the Airport Noise and Operations Monitoring System (ANOMS) which is designed to monitor aircraft noise in the vicinity of the airport and calculate noise exposure performance standards.

Collects data daily from permanent and portable remote noise monitoring terminals and analyzes noise events using various noise metrics, aircraft radar flight tracks, and noise abatement corridors.

Monitors and maps flight tracks in order to analyze trends and impacts of noise mitigation in accordance with the local and national standards and agreements.

Researches and analyzes noise data, prepares technical reports that document the airport's noise environment and issues related to the city's intergovernmental agreement, and disseminates the reports to city/department staff, local, state, and federal officials, and other stakeholders.

Responds and provides solutions/information to citizen comments and complaints regarding airport noise programs and issues and coordinates efforts with other metropolitan area airports on noise compliance issues regarding complaints and noise abatement corridors.

Monitors a variety of database backups, logs, and relational databases to optimize performance, resource use, data security, and data quality and integrity.

Assists the airport planning office by analyzing airport noise and land use issues, conducts field monitoring surveys, and creates maps for future development and land use for city/department staff, developers, and local, state, and federal governmental agencies.

Coordinates the location, repair, and calibrations of the remote noise monitoring terminals with the contractor and acts as IT liaison for the noise office including the installation and testing of new hardware and software.

Prepares a variety of visual materials including graphics, maps, and charts to synthesize and communicate technical information to a variety of internal and external entities.

Utilizes the Integrated Noise Model (INM) noise modeling software to evaluate aircraft noise impacts by assessing changes in noise impact resulting from new or extended runways or runway configurations, new traffic demand, and fleet mix and evaluates other operational procedures.

Performs other duties as assigned.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

**Creative Thinking** – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly, solving practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Organizational Awareness** – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Flexibility** – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

Knowledge of the practices and principles of aircraft ground and flight characteristics, air traffic control procedures, airport operations, noise abatement practices, and noise metrics.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

**Education Requirement:**

Baccalaureate Degree Aeronautics, Aviation Management, or a closely related field.

**Experience Requirement:**

One year of aviation experience in noise mitigation.

**Education/Experience Equivalency:**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure and/or Certification:**

Possession of a valid driver' license at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** 03/18/2007

**REVISED BY:** Patricia Anderson

**CLASS HISTORY**

This class has been updated and revised. The job responsibilities and minimum qualifications have been updated to meet the needs of the department. Additionally, the class title has been change to Aviation Noise Abatement Officer from Aviation Noise Analyst.