



Office of Human Resources
Airfield Operations Officer – CA2805

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General Statement of Duties

Performs entry to full performance level work assisting the Airport Operations Supervisor in the management of airfield operations and monitors compliance with airport and federal regulations to ensure the safety and security of the airport.

Distinguishing Characteristics

Airfield Operations Officer performs duties specific to the airfield at Denver International Airport. This classification is distinguished from the Ramp Tower Controller and Terminal Operations Officer classifications who assist in the oversight of the operation of the ramp tower, terminal, concourses, and other airport facilities to provide for the safety of the traveling public and efficient operation of the airport.

Essential Duties

Assists the duty Airport Operations Supervisor in managing, coordinating, and resolving airport emergencies, security problems, environmental issues, and other unusual events affecting airport operations.

Assists the duty Airport Operations Supervisor by coordinating operational, engineering, construction, maintenance, contractor, tenant, and other necessary activities on the airfield.

Identifies and coordinates corrective action for non-movement area abnormalities such as construction activities, aircraft conflicts, and aircraft emergencies.

Inspects runway, taxiway, and ramp areas for changing surface conditions and advises the duty Airport Operations Supervisor on those conditions and other events affecting airport operations.

Coordinates the issuance of Notices to Airmen (NOTAM) as directed.

Assists the Incident Commander for all airport emergencies such as aircraft alerts, snow emergencies, severe weather, irregular operations (IROPS), and security breaches. Responds to the Emergency Operations Center as needed to fill General Staff Positions within the Incident Command Structure.

Enforces airport security requirements in conjunction with other Airport Security staff, police, Transportation Security Administration (TSA), Customs and Border Protection, FBI, and security guards.

Ensures all notifications, barricades, signage, lighting, and any other appropriate device is in place to prevent an unauthorized aircraft, vehicle, or person from entering a closed runway, taxiway, or service road. Monitors, tracks, and controls access into these areas to maintain a safe environment.

Creates work orders within the airport maintenance computer system to address airfield maintenance and repair needs. Monitors and assesses the completeness of work by others to ensure it conforms with acceptable FAR Part 139 standards and requests corrective action if necessary.

Assists in the coordination and execution of snow removal activities on all runways, movement, and non-movement area taxiways, deice pads, concourse gate areas, aircraft rescue and response roads, emergency response gates, and all airfield vehicle service roads. Utilizes specialized runway friction measuring equipment to track and report runway friction values to Incident Commander during snow emergencies.

Continually monitors surface conditions for rubber accumulations on runways and utilizes specialized runway friction measuring equipment to track and report any corrective action.

Assists in the coordination and execution of special movements on the airfield such as VIP visits, charter operations, air evacuations, prisoner flights, and military operations.

Responds to incidents involving wildlife and other animals on airport property. Removes, preserves, or disposes of wildlife appropriately, documenting incidents of aircraft struck by animals. Coordinates efforts with wildlife personnel to address areas where birds and animals gather in groups, potential nesting areas, water holes, and dens.

Assists the duty Airport Operations Supervisor by responding to landside and sterile area issues such as medical calls, fire alarms, line management, and vehicle accidents when Terminal Operations personnel are not available or need additional assistance. Determines if City liability may be involved and documents incidents as required.

Enforces airport safety policies and procedures through administration of safety enforcement programs. Identifies applicable violations and issues warnings and/or Infraction Notices to individuals. Participates in hearings when requested.

Proactively identifies hazardous conditions or situations on and around the airfield. Ensures timely reporting of hazards through the established identification and tracking systems. Provides guidance and suggestions for mitigation and assists in implementation of mitigation where appropriate.

Performs Terminal Operations functions after hours to include medical calls, fire alarms, retrieving passenger's towed vehicles and vehicle accidents. Documents all responses as required and briefs oncoming Terminal Operations personnel of events that occurred after hours.

Assists in the orientation of new incumbents to the classification and performs on the job training demonstrating the classification's duties. Documents daily evaluations and communicates performance of the trainee to appropriate management.

Keeps current on all ongoing changes to federal, state, and local laws, rules and regulations relating to the position, Airport Security Program and TSA security directives. Maintains proficiency by passing regularly scheduled examinations.

Operates automated and networked information display systems, video cameras, monitors, and sophisticated radio and communication systems.

Operates emergency response vehicles.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the mayor.

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

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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

Decisiveness - Makes well-informed, effective, and timely decisions, even when data is limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

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

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

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

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

Knowledge & Skills

Knowledge of FAR Part 139 and FAA Advisory Circulars and Directives sufficient to be able to assist in the management of aircraft operations to maintain compliance.

Knowledge of airport runways, taxiways, terminal, vehicle service roads, emergency response roads (airside and landside), tunnels/baggage areas, train system and access points, gates areas, hangers, and other facilities within the airport sufficient to be able to assist in the management of operations and emergency events.

Knowledge of aircraft types, size, seating capacity, evacuation routes, etc. sufficient to be able to assist in the management of emergency events.

Knowledge of airport operations sufficient to be able to direct, manage, and control field operations.

Knowledge of safety and security practices sufficient to be able to coordinate and provide security.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of laws, legal codes, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the political process.

Skill in the simultaneous use of several radios, cellular phone, and other electronic devices sufficient to be able to provide and receive information from airport, FAA, airline, and other personnel.

Level of Supervision Exercised

By position, performs lead work over assigned staff.

Education Requirement

Graduation from high school or possession of a GED, HiSET, or TASC Certificate.

Experience Requirement

Four (4) years of experience of the type and at the level of Aviation Operations Representative or equivalent in an aviation environment.

Education and Experience Equivalency

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

Licensure and/or Certification

By position, requires a valid Driver's License at the time of application.

License must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Extreme Cold temperature cold enough to cause marked bodily discomfort.

Extreme Heat temperature hot enough to cause marked bodily discomfort.

Handles emergency or crisis situations.

Hazards conditions where there is danger to life, body, and/or health.

Noise sufficient to cause distraction or possible hearing loss.

Pressure due to multiple calls and inquiries.

Subject to hazards such as moving parts, moving equipment, flammable and explosive gases.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demands

2-Light (10 - 20 lbs.)

Physical Demands

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Depth Perception: Ability to judge distances and space relationships.

Driving: Operating a vehicle for long periods of time and in adverse weather conditions affecting visibility.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None.

Probation Period

Six (6) months

Class Detail

Pay Grade: NE-17

FLSA Code: N

Established Date: 9.21.18

Established By: LS

Revised Date: 3.24.24

Revised By: AOF

Class History: 9/18/23 - Lowered education requirement from Bachelors to High School and increased experience by 1 year; 3/24/24 - Changed title from Airport Operations Officer-Airfield and Ramp Tower and revised entire classification to break apart hybrid position into two different classifications, Airfield Operations Officer and Ramp Tower Controller.