



City of Kansas City, Missouri Job Class Specification

Job Title: AIRPORT OPERATIONS AGENT **Department:** AVIATION
Job Code: 3300 **Status:** NONEXEMPT **Grade:** NE-6

Summary

This classification is responsible for skilled technical and inspection work assisting in ensuring the day-to-day safe and efficient operations of the airfield, terminals and public service functions of an airport.

Work involves responsibility for conducting safety and security inspections, responding to and documenting aircraft emergencies, snow removal assessment and coordination, monitoring airfield access, monitoring and enforcing Department of Homeland Security regulations and ensuring airfield integrity and responding to traveling public complaints. Employees of this class work with a considerable degree of independence. Work is reviewed through observation, conferences, submitted reports and results achieved.

Duties and Responsibilities

- Conducts safety and security inspections in and around airline ramp, air cargo ramp, pe fences, general aviation ramp, terminal gates, terminal parking lots, parking garages, A buildings and other related airport airside and landside areas.
- Remove foreign object debris from airfield.
- Conduct daily air operation area inspections and work with airline tenants and management to curtail the generation of foreign objects debris.
- Ensures compliance with the requirements defined under Federal Aviation Regulation Part 139.
- Issue Notices to Airmen (NOTAMS) when necessary to provide current information of conditions.
- Coordinates with air traffic control tower (ATCT) the opening and closing of taxiways or ru to ensure safety of people and aircraft.
- Provides escorts for contractors, VIPs, photographers, or others with a bona fide need to the air operation area, ensuring safety and security.
- Completes inspection reports and initiate work requests to correct discrepancies, pe follow up and ensures completion of items.
- Conducts required air operation area training classes as appropriate.
- Ensures the safe and smooth flow of aircraft in extreme weather conditions by mor weather radar and communicating with various weather services to obtain latest conditio forecasts.
- Assist with snow removal assessments and coordination efforts.
- Maintain proper logs, reports, and forms.

Duties and Responsibilities (continued)	<ul style="list-style-type: none"> Assist in the revision of official manuals, guides or plans as necessary. Provide information to local and traveling public as to services available to ensure maximum use by public and tenants. Performs related duties as required.
Technical Skills	<p>Knowledge of:</p> <ul style="list-style-type: none"> Security Identification Display Area and its requirements Federal, State, and local laws, rules, regulations, policies, and procedures relating to the use and operation of airports. Airport operations, procedures, maintenance, and safety requirements. Airport lease and property management, and municipal ordinances. Federal Aviation Administration (FAA) applicable to airport and aircraft operations, airfield emergencies, aviation and Parts 77, 139, 150. Transportation Security Administration (TSA) regulations Airport facilities and equipment. <p>Ability to:</p> <ul style="list-style-type: none"> Establish and maintain effective working relationships with airline tenants, vendors, employees, representatives of other agencies and general public. Communicate effectively with others, both orally and in writing, using both technical and non-technical language. Analyze and report upon operating conditions and problems and to recommend appropriate solutions. <p>Skill in:</p> <ul style="list-style-type: none"> Operating a personal computer using standard or customized software application appropriate to assigned tasks.
Education and Experience	<p>Accredited Bachelor's degree and one (1) year of experience of a progressively responsible nature in airport operations/management.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of qualifying education and experience.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> Will be required to pass a preemployment drug screen. Must obtain a Missouri driver's license within 30 days of employment. Must pass a background check as prescribed by the City.
Supervisory Responsibility	None
Supervision Received	General supervision is received from an administrative superior.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	8/04
Revised	9/06, 05/08, 11/16, 8/2022, 12/2023, 01/2024