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# Example of Airport Operations Job Description

Our company is growing rapidly and is looking to fill the role of airport operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for airport operations

* Overall Management of Airfields and Helipads to the standards and operational requirememnts of AR 95-2 and FM 3-04.300
* Use of the Defense Internet NOTAM service
* Provide representation at Garrison planning board meetings
* Conduct annual airfeild inspections and QA self assesments IAW AR 95-2
* Conduct daily airfield inspections
* Coordinate with the public works department for the repair and maintenance of airfeild facilities
* Coordinate all waivers that affect airfield and airspace criteria
* Ensure employee compliance with established department/company guidance/directives
* Assigned as property custodian for specified offices
* Responsible for timecard approval for all employees

## Qualifications for airport operations

* Must pass an assessment which demonstrates basic computer, typing, and customer service skills
* Flexible to work any shift including nights, weekends, and holidays
* Able to type twenty five (25) words per minute
* Reside in the designated calling area
* Provide one telephone line and a high-speed internet connection (minimum 256K connection speed)
* Provide a safe and professional office-work environment, free from background noise and distraction