



Example of Airport Operations Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of airport operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for airport operations

- Develop and implement an Airport Operations Manual, Airfield Safety Program, Flight Line Drivers Program, Wildlife Hazard Abatement Program, and Foreign Object Debris Prevention Program
- Direct supervision of airport operations staff located at Dyess Army Airfield on Fort Belvoir
- Coordinate with airfield tenants for local flight support operations
- Perform activities including viewing and sitting in front of a computer terminal, navigate and toggle between multiple screens, and talk and type at the same time
- Resolve general baggage service concerns through effective customer service techniques
- Ability to send and receive email correspondence
- Ability to initiate searches for baggage claims
- As member of the Hub or Line / International Resource Planning team, is assigned geographic region of stations to support
- Reviews recommendations with assigned stations and works with Station GM or their designate to finalize manpower authorization levels for each month
- May also gather best practice data and may make program/process recommendations to support corporate/division programs and policy updates

Qualifications for airport operations

- Three years of airline industry experience
- Must have an understanding of P&P's and working with regulatory agencies and compliance management
- Excellent communication skills with the ability to communicate at all levels within the organization, from the ramp to the board room
- Strong leadership skills with the ability to influence without direct authority