



Example of Airport Operations Job Description

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Our company is growing rapidly and is looking for an 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

- Coordinates and directs airfield operations activities, including the inspection of airfield facilities, issuance and cancellation of Notices to Airmen (NOTAMs) on airfield status, and the receiving and relaying of airfield maintenance requests
- Ensures the timely and accurate maintenance of records and operations logs concerning airfield activities and service requests
- Reviews operations logs and directs the preparation of related reports
- Establishes operating procedures and work standards for airport operations staff and evaluates staff performance
- Coordinates and prepares staff scheduling for bargaining unit member, summer and winter schedules per the bargaining unit agreement with the approval from the Airfield Operations Managing Deputy Commissioner
- Interfaces with all levels of employee groups
- Proactively seeks out opportunities on process improvement for department and field organizations
- Builds, inspires and leads a team, programs, and scalable processes which result in an effective approach to the company's human capital needs and a high performance culture
- Forges strong relationships with divisional leaders and HR team members by listening, understanding needs, defining shared objectives, proactively consulting, and collaborating to meet organizational goals
- Provides integrated and customer-focused HR business solutions to assigned business units

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- Seven years of managing complex projects from inception to completion
 - Highly organized, detail oriented and able to manage multiple priorities (is this repeat of project management skills)
 - Excellent communication skills, written, oral and presentation, with the ability to communicate at all levels within the organization, from the line to executives
 - Continuous Improvement certification or training
 - Knowledge of Microsoft Office Suite and Internet explorer
 - Fluently speak, read, write and translate accordingly in Spanish and English