



Example of Airport Operations Job Description

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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 requirements 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 airfield inspections and QA self assessments IAW AR 95-2
- Conduct daily airfield inspections
- Coordinate with the public works department for the repair and maintenance of airfield 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)

