

CITY OF FLAGSTAFF

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona's Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

Date Posted: January 11, 2019
Vacancy No: 005-19
Position Title: Airport Operations / ARFF Specialist
Division / Section: Economic Vitality / Airport
Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible
Work Week: Some nights, weekends, and holidays may be required;
Shifts Will Rotate; Hours will vary
Salary Range: \$16.8886 Per Hour
Closing Date: January 25, 2019

Team Flagstaff is seeking an individual with excellent customer service who specializes in Airport Operations and Aircraft Rescue Fire Fighting. This person will require a well-rounded knowledge of Maintenance, Electrical, Heavy Equipment Operation, and other Airfield operational skills. This person will also need to enroll in an EMT certification course within the first year on the job and complete Basic Aircraft Rescue Fire Fighting certification.

Actively supports and upholds the City's stated mission and values. Under direction of the Airport Operations Supervisor (or work direction of an Airport Operations/ARFF Specialist), employees of this class are expected to perform day-to-day activities associated with inspecting and maintaining Flagstaff Pulliam Airport in order to comply with local, state, federal regulations.

The Airport Operations/ARFF Specialist series is a broad band series where incumbents are responsible for performing a wide variety of tasks. Tasks performed range from lesser complex, unskilled, and semi-skilled duties to highly skilled duties. There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on tenure, performance, and value added to the organization according to the corresponding policy.

ADMINISTRATIVE DUTIES

- **Supervisory:** This job does not have formal supervisory responsibilities.
- **Budgetary:** This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
- **Strategic Planning:** This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
- **Policies/Procedures:** This job carries out day-to-day activities in accordance with established policies and procedures.
- **Compliance:** This job has partial responsibility (follows, assists in ensuring compliance with, and may enforce) Federal, State, and Local laws, rules, and regulations as well as City policies and procedures. The Airport Operations/ARFF Specialist follows and assists in ensuring compliance with FAA Part 139, as well as TSA, Uniform Fire Code, and City of Flagstaff rules and regulations.
- **Council Communications:** This job carries out day-to-day activities in accordance with Council's adopted priorities and direction.

- Reporting: This job has partial responsibility for reporting to federal, state, and local agencies (gathers information, completes reports, and assists in addressing discrepancies in reporting) for the following reports/agencies: City of Flagstaff, FAA, TSA/DHS, and NTSB. The Airport Operations/ARFF Specialist is responsible for gathering information and submitting reports relating to aircraft incidents/accidents, EMS calls, fire code inspections, breaches of airfield security, wildlife hazard management, daily inspection reports, and training reports.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Performs airport operation and maintenance services in order to ensure compliance with FAA part 139 regulations.
- Responds to aircraft emergencies, provides aircraft rescue and firefighting, and provides emergency medical treatment to injured persons.
- Fulfills ARFF and operations training requirements on a regular basis to meet FAA requirements.
- Inspects all airport safety and operational areas and equipment including runway and taxiways, airfield lighting, parking aprons, hangars, terminal building, fuel storage areas and perimeter fences, gates, and grounds.
- Monitors and enforces TSA security regulations (CFR 49 part 1542) regarding passengers, cargo, scheduled airline service and the protection of air carrier aircraft.
- Monitors and enforces FAA regulations (CFR 14 part 139), regarding Uniform Fire Code regulations and vehicle operation, parking rules, and issues Notices to Airmen (NOTAMs).
- Performs duties as an aircraft rescue firefighter (ARFF crewmember), medical first responder/EMT, and HAZMAT First Responder.
- Completes and compiles inspection forms for operational record keeping, aircraft incident reports and emergency medical responses.
- Maintains exterior of airport buildings and grounds by mowing and other related service tasks.
- Performs snow removal functions on all aircraft operating areas, as well as most roadways and vehicle parking lots utilizing heavy equipment, including but not limited to snowplows, front-end loaders, dump trucks, dual-engine snow blowers, tractors, and hand shovels.
- Interprets basic weather data from Internet or other media in order to predict snowfall duration and amounts both before and during snow removal operations.
- Ability to mitigate wildlife hazards before they become full-blown aviation hazards or cause an incident/accident.
- Other duties as assigned.

ZONE ONE

- Performs or assists with a wide variety of entry level maintenance, grounds keeping, and repair work for airport buildings, hangars, runway, taxiway, and apron pavements, airfield lighting, security lighting, security fencing, as well as other equipment, facilities, and grounds.
- Successfully performs basic heavy equipment operations, such as tractor/mower, front end loader, dump trucks, and snow blower, etc.
- Maintains awareness of wildlife hazards to aviation in the airport area and reports to supervisor.
- Must complete basic Aircraft Rescue Fire Fighting certification within 1 year of hire.
- Safely and efficiently operates snow removal equipment, especially around parked or taxiing aircraft on both aircraft moving and in parked areas.
- Other duties as assigned and/or listed in job description.

MINIMUM REQUIREMENTS

ZONE ONE

- High School Diploma or GED.
- One year of experience in the general maintenance and operational fields.
- 6 months of customer service experience.
- Must have completed or be enrolled in EMT class within first year of hire.

- Must complete basic Aircraft Rescue Fire Fighting certification within 1 year of hire.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Airport operations experience.
- Firefighter I and II certification.
- Arizona HAZMAT First Responder certified.

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.
- Must pass TSA and FBI background checks.
- Must meet FAA training/certification requirements for firefighting, emergency medical response and wildlife hazard management.
- All emergency service employees shall maintain their principal residence within a prescribed area. The prescribed area shall be defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges with a five mile wide corridor (2 ½ miles on each side).
- Ability and willingness to work extended shift work hours during snow removal or rescue/recovery operations, as dictated by weather and operational conditions.
- Ability and willingness to work shift work on a rotating basis, including evenings, weekends and holidays.
- Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.
- Incumbents of this position are subject to pre-employment drug screening, and post-employment random, post-accident, and reasonable suspicion drug/alcohol screening.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills: Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to make solid decisions concerning life, limb, and loss of property in the presence of extreme stress.
- Basic knowledge and skills in maintenance, carpentry, electrical, mechanical, and grounds disciplines.
- Skills related to the operation and maintenance of heavy duty, multi-engine equipment.
- General knowledge of the use of standard tools, materials, methods and practices of maintaining pavements, buildings, electrical systems and motorized equipment.
- Working knowledge of the hazards and safety precautions associated with aircraft operations, high voltage airfield lighting systems, aviation fuels systems, and heavy equipment.
- Ability to understand and reliably carry out oral and written instructions regarding airport operations, maintenance, security and safety functions with minimum supervision.
- Ability to identify and carry out required daily airport tasks with minimum supervision.
- Ability to complete and maintain records of daily inspections, training records, FAA incident reports, bird strike/animal strike reports, emergency medical response forms, as well as other related records and forms.

- Ability to establish and maintain effective working relationships with all other employees, other city divisions and departments, airport tenants, and the general public.
- Ability to perform effectively and safely during prolonged periods of snow removal.
- Ability to interpret basic National Weather Service information from Internet or other sources in order to predict snowfall duration and amounts both before and during airport snow removal operations.
- Ability to perform effectively and safely while under stress during actual aircraft rescue firefighting operations.
- Ability to train effectively with other city, county and state agencies utilizing the Incident Command System as outlined in the city/county and airport emergency plans.
- Ability to comprehend, apply and enforce Uniform Fire Code regulations in the course of airfield facility and fuel dispenser fire inspections.
- Ability to safely and effectively operate heavy equipment for snow removal, especially around parked and taxiing aircraft on both the aircraft movement and parking areas.
- Ability to understand and effectively implement provisions of the airport's Wildlife Hazard Management Plan.
- Ability to perform moderate to heavy physical labor while exerting oneself under potentially adverse weather conditions for extended periods of time.

ZONE ONE

- Responsible for escort duties related to elevator inspections, fire suppression system inspections, pest control, deliveries and all other escorts as necessary.
- Demonstrates basic knowledge of aircraft, airport operations, airport safety and airport security. Test given by supervisor.
- Demonstrates basic knowledge needed to perform runway and taxiway daily inspections.
- Demonstrates basic knowledge of TSA challenge rules, Airport Security Plan, and enforce regulations.
- Demonstrates ability to follow and complete monthly task list.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to verbally communicate; frequently required to walk; reach with hands and arms and climb or balance; and occasionally required to stand; sit; use hands to touch, handle, or feel; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must periodically lift up to 25 pounds, occasionally lift up to 50 pounds, and rarely lift up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Working conditions include frequent exposure to moving mechanical parts; fumes or airborne particles; risk of electrical shock and vibration; occasional exposure to wet and/or humid conditions, high, precarious places, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat and risk of radiation.
- The noise level in the work environment is usually very loud.

CLASSIFICATION INFORMATION

- Broad Band B61-B63, FLSA non-exempt.
- (Section specific criteria is required for advancement. See associated Zone Change Checklist for details)

PRE-EMPLOYMENT PHYSICAL REQUIREMENTS

- Pre-Employment Physical
- Respirator Physical
- Fingerprints

- Non-Regulated Drug And Alcohol Screening
- Tetanus and Hepatitis A/B shots

TO APPLY ONLINE:

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at:

<http://www.flagstaff.az.gov/jobs>

NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.

TO APPLY IN PERSON:

Applications are available and can be turned in at: 211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail.

Fax your resume to (928) 213-2089 or E-mail: human.resources@flagstaffaz.gov

Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or protected Veteran status.

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.

Paid Holidays • Paid Vacation Days • Paid Sick Days • Health/Dental/Life/Vision Insurance