



## Lewiston-Nez Perce County Regional Airport

Under the direct supervision of Operations and Maintenance Supervisor, Airport Operations and Maintenance Specialists at Lewiston Nez Perce Regional Airport are responsible for assisting in the overall operation of airside, landside, and terminal areas on an assigned shift, including nights, weekends, and holidays. This position ensures compliance with Federal Aviation Regulations (FAR) Part 77 and 139, Transportation Security Regulation (TSR) Part 1542, and all other applicable statutes, regulations, and requirements. This position is responsible for ensuring the safety and security of all airport users.

### AIRPORT OPERATIONS OFFICER

**Supervision Received:** Airport Operations and Maintenance

**Supervision Exercised:** None

**FLSA Status:** Non-Exempt

### RESPONSIBILITY LEVEL:

- Responsible for the performance of airport operations and maintenance on an assigned shift, including nights, weekends, and holidays.

### ESSENTIAL JOB DUTIES:

- Identifies and anticipates operational, safety and security concerns by inspecting all areas of the airport, to include airside, landside, and terminal facilities.
- Maintains satisfactory conditions of airside, landside, and terminal facilities by creating work orders and performing light maintenance duties.
- Performs airside operations and maintenance activities including, but not limited to: identifying, preventing, responding to and/or removing all hazards to aviation including FOD, wildlife, AOA incursions, unauthorized vehicles and pedestrian entry, and disabled aircraft.
- Performs snow removal operations.
- Inspects and maintains a record of all aeronautical areas including pavement, markings, lighting, safety areas, wildlife, construction, emergency equipment and fueling practices.
- Coordinates construction and maintenance on or near the airport to ensure minimum interference with airport operations.
- Monitors deviations from federal, state and airport operating rules and regulations and issues work orders and NOTAMS as required.
- Maintains a working knowledge of all applicable FAR's and Advisory Circulars.

- Carries out responsibilities outlined in the Airport Emergency Plan (AEP).
- Enforces landside parking regulations to include airport terminal traffic management.
- Conducts thorough terminal inspections and occasionally performs janitorial duties.
- Coordinates any contract services related to airport operations.
- Ensures compliance with Airport Policies and Procedures; initiates corrective actions and counsel's airport users, tenants, and employees as required.
- Conducts Airport Security related functions to include monitoring phones, radios, security cameras, gate systems, sterile/secure area doors, and other duties listed in the ASP.
- Supports all applicable requirements under all Safety Management Systems (SMS) including tasks, documentation, and written and practical tests.
- Responsible for maintaining customer contacts through positive lines of communication by professionally representing the Airport and City of Lewiston through frequent and meaningful contact with the customer.
- Assumes operational, safety, and security responsibilities in absence of airport management.
- Be physically present in attendance at the worksite.
- Perform all work duties and activities in accordance with employee policies and procedures.
- Performs other duties as assigned by the Airport Director and Deputy Airport Director.

#### SKILLS AND QUALIFICATIONS:

- High school diploma required.
- Prior work experience in airport and/or airline operations preferred.
- Private pilot certification preferred.
- Through in-house training or through training arranged by Lewiston-Nez Perce County Regional Airport, must be able to become certified in the following areas:
  - Airport related snow removal technique - within 180 days of employment.
  - Operation of snow removal equipment - within 180 days of employment.
- Possession of a valid driver's license and maintain a motor vehicle record compatible with the Airport insurance company's criteria.
- Acquires all licenses and/or certifications currently required, or as may be required, by

regulatory agencies.

- Through appropriate training, must be able to operate heavy equipment including, but not limited to, snow removal vehicles, mowing equipment, manlifts and forklifts.
- Individual must be willing and able to work all shifts - including nights, weekends, and holidays.
- Ability to work in and support a teamwork environment
- Strong computer skills with ability to effectively utilize programs such as MS Excel and MS Word with ability to learn new programs introduced in the future.
- Must possess good verbal and written communication skills.

Note: The functions and duties listed are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **MINIMUM QUALIFICATIONS:**

Working knowledge of common hazards and safety precautions necessary for light duty and heavy equipment operation. Skill in the operation of light duty and heavy equipment. Ability to work at arduous tasks for sustained periods of time in all types of weather conditions. Ability to perform minor preventative maintenance as required. Ability to understand and follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees and the general public.

#### **EQUIPMENT USED IN JOB PERFORMANCE:**

Mowers, Front End Loader, Snow Blower, Snow Plow, hand tools, power tools, and others as assigned.

#### **PHYSICAL DEMANDS:**

Employee must be able to stand, walk, sit, talk and hear, use hand to finger, handle or feel; climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms. Vision requirements include close vision, distance vision, color vision, peripheral vision and depth perception.

#### **WORK ENVIRONMENT:**

The employee is often required to work near moving mechanical parts and work in outdoor weather conditions, is subject to fumes or airborne particles, and occasionally works in high, precarious places, with toxic or caustic chemicals and with the risk of electrical shock. The noise level ranges from moderate to loud noise.

#### **LANGUAGE SKILLS:**

Ability to read and understand documents such as operations and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees of the organization. Ability to read, write, speak, and understand the English language effectively.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables.

**SALARY AND BENEFITS:**

The salary range for this position is \$31,200 - \$36,200. An attractive benefit package, including full-coverage health insurance, is included.

**TO APPLY, PLEASE SUBMIT THE FOLLOWING:**

1. Lewiston-Nez Perce County Regional Airport Application
2. Cover Letter and Resume

Completed materials should be submitted to:

Polly Knelsen, Associate Director - Finance, Administration and Marketing  
Lewiston-Nez Perce County Regional Airport Authority  
3632 Stearman Street  
Lewiston, ID 83501  
Office Phone: 208-748-9348  
[pknelsen@golws.com](mailto:pknelsen@golws.com)

**Applications will be accepted until filled**

To be granted veterans preference, the required forms, letters or certificates must be submitted with the application.

Lewiston-Nez Perce County Regional Airport does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services and complies with the provisions of the Idaho Human Rights Act. In compliance with the Americans with Disabilities Act, the Lewiston-Nez Perce County Regional Airport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Lewiston-Nez Perce County Regional Airport is an Equal Employment Opportunity/Affirmative Action Employer.

**NOTES:**

2 openings.