

AIRPORT OPERATIONS SPECIALIST

The Airport Operations Specialist (AOS) plays a vital role in ensuring compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations during assigned shifts. This position is responsible for conducting comprehensive airport inspections, issuing work orders, communicating effectively with airport personnel and tenants, and ensuring regulatory adherence at the federal, state, and local levels. The AOS actively contributes to the safe, secure, and efficient operation of the airport.

SUPERVISION RECEIVED:

The AOS reports to the Operations Supervisor but is expected to exercise independent judgment and take initiative as necessary to ensure operational continuity and regulatory compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform airfield, facility, and infrastructure inspections to ensure FAA Part 139 compliance.
- Issue and manage Notices to Air Missions (NOTAMs).
- Monitor weather conditions and assess operational impacts.
- Escort contractors and vendors to maintain security.
- Enforce tenant compliance with safety regulations.
- Identify, report, and track airfield deficiencies.
- Assist in coordination of snow removal and emergency response efforts.
- Oversee construction safety and regulatory compliance.
- Conduct training on operations, security, and safety.
- Implement wildlife hazard mitigation strategies.
- Monitor security systems and dispatch personnel.

The above responsibilities are not exhaustive and may be supplemented or modified based on operational needs

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of FAA, TSA, state, and local aviation regulations, with the ability to interpret and enforce compliance requirements.
- Accurately prepare and review incident reports, inspection logs, and other documentation.
- Comfortable working and making independent decisions under stress.
- Willingness to work in various weather conditions and adapt to changing operational demands.
- Excellent verbal and written communication skills, and able to interact professionally with airport personnel, tenants, and regulatory agencies.
- Flexibility to work in a 24/7 operational environment, including nights, weekends, and holidays as needed

MEDICAL EXAMINATION:

Employment is contingent upon the results of a physical examination performed by our examining physician



**FLINT BISHOP
AIRPORT**

Airport Operations Specialist
Revised February 2025
Page 1 of 2

AIRPORT OPERATIONS SPECIALIST

PRE-EMPLOYMENT DRUG TESTING:

To help ensure a safe & compliant workplace, employment is conditional upon passing a pre-employment drug screening.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION:

Applicants must be able to pass a ten (10) years background/criminal history record check in accordance with the requirements of TSR 1542.209. Candidates must provide accurate work history information as employment verification will be performed as part of the hiring process

PREFERRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in aviation management (or related field) + 1 year of FAR Part 139 Airport Operations experience, **OR**
- Unrelated Bachelor's or related Associate's + 2 years of experience, **OR**
- High school diploma/equivalent + 4 years of relevant experience.
- Desire to obtain AAAE Certified Member (CM) or Airport Certified Employees (ACE) certification within the first year of employment.

COMPENSATION: Determined by the Collective Bargaining Agreement (CBA)

Hourly Salary Range: \$26.11 - \$29.98 per hour, based on experience and qualifications.

How to Apply/ Contact

Candidates must submit resumes by close of business: Monday, March 17th, 2025.

Forward resume to: Derrick Myles, Bishop International Airport Authority, 3425 W. Bristol Road, Flint, MI 48507 or via email to dmyles@bishopairport.org.

EQUAL OPPORTUNITY EMPLOYER:

*The Airport Authority is committed to diversity and inclusion in the workplace. We strongly encourage **veterans** to apply, as their leadership, discipline, and teamwork skills are highly valued in this role. Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa currently.*

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description.

The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.



**FLINT BISHOP
AIRPORT**

Airport Operations Specialist
Revised February 2025
Page 2 of 2