

## NOTICE OF JOB OPENING

**Department Name:**

Monroe County Airport

**Position Title:**

Airport Operations Specialist - Full time

**Position Summary:**

Monroe County Airport in Indiana seeks a dedicated and capable Airport Operations Specialist to join our Operations Department. This full-time position involves ensuring the safety, security, and compliance of all airport operations in accordance with Federal Aviation Regulations (FAR) Part 139 and other applicable statutes and regulations.

**\*\*Key Responsibilities:\*\***

- Inspect and patrol airport facilities, grounds, and properties to ensure safety and security regulations compliance.
- Maintain detailed logs and reports, responding promptly to any deficiencies.
- Conduct inspections of airport infrastructure, including runways, taxiways, and related facilities.
- Manage wildlife on airport property using various control methods to ensure aircraft safety.
- Issue timely airport condition reports and Notices to Airmen as required.
- Operate a variety of equipment and vehicles for maintenance and emergency response.
- Escort and monitor individuals in restricted areas during special events and construction projects.
- Assist in general maintenance and oversight of airport and tenant construction projects, ensuring compliance with FAA requirements.
- Serve as a first responder during aircraft emergencies and participate actively in snow removal.

**Qualifications:**

- High school diploma or equivalent; Associate's degree in Aviation Management, Airport Management, or a related field preferred.
- Required certifications in Aircraft Rescue Fire Fighting, Emergency Medical Responder, and other relevant credentials.
- Strong knowledge of airport operations, safety precautions, and equipment maintenance.
- Physical ability to handle job demands, including lifting heavy objects and operating in various weather conditions.
- Excellent communication skills and the ability to work effectively with minimal supervision.

**Salary:**

Starting - \$22.92/hr; Midpoint - \$26.48/hr; 25yr - \$29.03/hr

<b>Deadline for Application:</b>	July 5th, 2024
<b>Submit Resume and References to:</b>	bthompson@co.monroe.in.us

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**