



## JOB ANNOUNCEMENT LAKE COUNTY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

**JOB TITLE:** Airport Operations Specialist  
**DEPARTMENT:** Public Works  
**LOCATION:** Airport  
**SUPERVISOR TITLE:** Public Works Director

### **FUNCTION OR PURPOSE OF THIS POSITION:**

Under supervision of the Operation Technician, the employee will ensure compliance with FAA (Federal Aviation Authority) regulations and any other state or local regulations. They will also be required to assist with daily operations of the airport. Employee is responsible to ensure operational safety at all times at the airport. The employee also acts as a customer service liaison to testing companies and other entities which may include physical labor and or technical work with computers. This is non-exempt, hourly position - \$14.50-\$16.50/hour.

### **ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following:**

- Snow removal operations
- Issuing NOTAMS (Notice to Airman)
- Aircraft fueling
- Heavy equipment operation
- Customer service
- Computer skills

### **Qualifications**

- Exceptional customer skills.
- Excellent communication skills.
- Ability to carry out written or oral instructions.
- Ability to establish and maintain **an effective working relationship with the general public**, other employees and individuals from a variety of groups and agencies.
- Ability to assess situations and make prudent and appropriate decisions;
- Ability to accurately and efficiently complete the necessary paperwork, reports, and documentation.
- Ability to work independently as appropriate.

### **Additional Eligibility Requirements:**

- Experience in an aviation related field and/or working with aircraft desired.
- Applicant must pass a pre-employment physical and drug screening.

- Applicant must be capable of lifting up to 75 pounds, (i.e., fueling hoses, aircraft equipment/parts, etc.)

**Work Conditions:**

The employee will routinely operate a variety of heavy equipment. The employee will also use a variety of light equipment and mechanical tools, some of which may be dangerous. The employee typically works both indoors and outdoors and may be exposed to extreme conditions of weather. In addition, the employee may be exposed to excessive noise, chemicals, fumes, or toxic substances.

**To Apply:**

Please send a completed application to [wsmith@co.lake.co.us](mailto:wsmith@co.lake.co.us). Applications can be found at <http://www.lakecountyco.com/node/44> or at the Lake County Government Human Resources and Finance Office (Lake County Courthouse Room 5,,) Hours of Operation are 7:00 am to 4:30 pm. 719-293-0537. Application packets can also be mailed to: Department of Human Resources Attn: Whitney Smythe-Smith PO Box 964 Leadville, CO 80461.

Additionally, applications may also be obtained from the Colorado Workforce Office which is located at 115 W. 6th Street, Leadville, CO 80461.