



Job Title: **Airport Operations Specialist**

Reports To: **Airport Director**

Classification: **Part-Time, Non-Exempt**

Starting Salary Range: \$15-18/hour DOE

Interested applicants should email their resume and cover letter to  
[JAdamson@co.lake.co.us](mailto:JAdamson@co.lake.co.us) and [HWaugh@co.lake.co.us](mailto:HWaugh@co.lake.co.us)

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### **Position Summary**

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.

### **General Duties and Responsibilities**

Essential Functions:

- Conduct snow removal operations
- Issue NOTAMS (Notice to Airman)
- Complete and assist with aircraft fueling
- Operate various heavy equipment
- Provide customer service to visitors, vendors, and testing companies
- Handle data entry and basic computer operations
- Any additional duties as required.

### **Supervisory Responsibilities**

- Not Applicable

### **Requirements**

- High School diploma or GED required
- Exceptional customer service 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 complete the necessary paperwork, reports, and documentation accurately and efficiently.
- Ability to work independently as appropriate.
- 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.)

### Physical Activity & Work Environment

- |   |                          |
|---|--------------------------|
| • Sitting   | - Less than 50% of time  |
| • Walking   | - More than 50% of time  |
| • Standing  | - More than 50% of time  |
| • Using hands/fingers to feel or handle items                     | - More than 50% of time  |
| • Reaching, pushing or pulling with arms/hands                    | - More than 50% of time  |
| • Climbing  | - Less than 50% of time  |
| • Balancing   | - Less than 50% of time  |
| • Kneeling, crawling, or crouching                                | - Less than 50% of time  |
| • Talking or hearing  | - More than 50% of time  |
| • Tasting or smelling   | - Less than 50% of time  |
| • Lifting, moving or exerting force of up to 10 lbs.              | - More than 50% of time  |
| • Lifting, moving or exerting force of up to 25 lbs.              | - More than 50% of time  |
| • Lifting, moving or exerting force of up to 50 lbs.              | - More than 50% of time  |
| • Lifting, moving or exerting force of up to 100 lbs.             | - Less than 50% of time  |
| • Lifting, moving or exerting force of more than 100 lbs.         | - Less than 50% of time  |
| • Seeing up close   | - More than 50% of time  |
| • Seeing long distances   | - Less than 50% of time  |
| • Seeing color  | - More than 50% of time  |
| • Use of peripheral vision  | - Less than 50% of time  |
| • Perceiving depth  | - Less than 50% of time  |
| • Adjusting and focusing vision                                   | - More than 50% of time  |
| • Working outdoors in inclement weather – extreme hot             | - Less than 50% of time  |
| • Working outdoors in inclement weather – extreme cold            | - Less than 50% of time  |
| • Working indoors in an office environment                        | - Less than 50% of time  |
| • Working in high places  | - Less than 50% of time  |
| • Working near moving mechanical parts and machines               | - More than 50% of time  |
| • Working in wet/humid conditions that are not weather related    | - Not Applicable         |
| • Working in extreme cold conditions that are not weather related | - Not Applicable         |
| • Working in extreme hot conditions that are not weather related  | - Not Applicable         |
| • Working with airborne particles or fumes                        | - Less than 50% of time  |
| • Working with toxic or caustic chemicals or agents               | -- Less than 50% of time |
| • Working with explosives   | - Less than 50% of time  |
| • Working in an area with a risk of exposure to radiation         | - Less than 50% of time  |
| • Working in an area with a risk of exposure to electrocution     | - Less than 50% of time  |
| • Exposure to vibration   | - More than 50% of time  |
| • Working in a loud environment                                   | - Less than 50% of time  |



Lake County Government  
505 Harrison Avenue, Leadville, CO 80461

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\*This position is eligible for vacation, personal, and sick leave, and an employer matched 401K.\*