

Airport Operations Coordinator

Position Classification: Hourly, non-exempt

Competitive pay, excellent benefits package including relocation assistance, medical, dental, life insurance, vacation, personal/sick time, uniforms.

Department: Facilities & Operations

Education Requirements:

Bachelor's Degree required; airport internship experience or previous aviation experience preferred.

Principal Responsibilities & Duties:

Acts as airport management's representative and assists in the enforcement of airport regulations, resolving problems/queries with established operating procedures and security protocols. Conducts airfield inspections; identifying, preventing, and/or removing all hazards to aviation including FOD, wildlife, obstructions, etc. Issues and records all NOTAMS. Investigates and logs all aircraft noise complaints. Oversees daily construction activities to ensure safety of operations areas around construction site. Acts as a liaison between Air Traffic Control, Morristown ARFF and all responding agencies during emergencies. Assists U. S. Customs and Border Protection and Department of Agriculture officials during international arrivals. Conducts daily and periodic safety and quality control inspections of aviation fuel storage facility and monitors fueling operations. Operates the landing fee system, including logging landings, processing payments, generating invoices and statements, and customer service. Responsible for airport security, including badging, gate, and camera systems. Member of the Snow Removal Team. Performs other duties as assigned.

Position Requirements:

Job requires rotating shift work, nights, weekends, and holidays. Average hours per workday are 8 hours. Breaks are permitted but are unscheduled and may be regularly interrupted. Overtime is required occasionally. During long term events such as snow storms or natural disasters employees may be required to report to work on short notice and required to be on duty for several days. Sleep and breaks will be permitted at regular intervals.

In a normal work-day, the employee may be required to combine standing and walking 70%-100% of a shift; lift up to 35 pounds frequently and up to 50 pounds occasionally; bend frequently; squat, kneel, climb stairs and ladders, reach above shoulder level and lift from high/low positions occasionally; bend and push/pull frequently.

Sensory requirements are speech to communicate with others in fluent English. Also required are vision to visually assess runway conditions, the ability to read and write in English, and hearing sufficient to listen to aircraft radios and coworkers.

Although 60% of the time is spent indoors or in a vehicle, temperatures will range from extreme cold to extreme heat. Operations Coordinators will have prolonged exposure to sunlight, rain, sleet, snow, and other elements on a regular basis. While every effort is made to ensure employee safety such employees are exposed to petroleum products, cleaning products, animal remains, and other hazardous materials.

Must be able to operate a vehicle at all times. The operation of landscaping equipment, large vehicles, fork lifts, and other machinery will be required.

Must be able to multi-task. Typical examples are operating computer programs while simultaneously listening to an aircraft radio and documenting transient landings. Must be able to operate a vehicle while simultaneously scanning the runway, communicating with the air traffic control tower and at times with coworkers and/or management personnel.

How to Apply:

Send a Cover Letter and Resume to Marykate La Bau at MarykateL@mmuair.com or mail to:

8 Airport Road
Morristown, NJ 07960

Deadline:

5:00pm EST February 27, 2020