

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16 ms

ANNOUNCEMENT NO. 47

AIRPORT OPERATIONS AGENT III

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$20,800.00 - \$61,601.02 per Year.**

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JUNE 3, 2016 UNTIL 4:30 P.M. ON THURSDAY, JUNE 16, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JUNE 16, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under the general supervision of the Manager of Airport Operations, assists in the operational management of Cleveland Hopkins International Airport or Burke Lakefront Airport to maintain the airport operating certificate. Assists airport management with the implementation of the policies of the Department of Port Control as necessary. Supervises the work performed by Airport Operations Agents I and II. Guides, trains, and supports Operations staff. Assigns daily shift duties to Agents. Assists the shift Superintendent with preparation of work and staffing schedules for the Operations office. Acts in the capacity of an Airport Operations Agent when the shift Superintendent is on duty. Maintains a current extended knowledge base of applicable Federal Aviation Regulations and FAA Advisory circulars. Ensures compliance with applicable regulations. Reviews operations report of preceding shift, special instructions, and nature of field conditions. Assists with the dissemination of field condition information. Operates radio and telephone equipment. Communicates with and answers questions from public on airport operations and conditions. May serve as liaison for airlines and airport management concerning operations matters. Assembles weather related forecasts and disseminates information to assist in establishing proper winter operations or other weather related response. Helps to coordinate movement of snow removal crews, crash and rescue crews, construction activity, and vehicular movement activity. Monitors aircraft movement. Communicates with air carriers, FAA ATC, airport, and other government entities as required. Escorts emergency, construction, and other approved vehicles as required. Uses radio, crash phones, and other equipment to communicate with staff, supervision, airlines/aircraft, airfield vehicles, police, Air Traffic Control Tower (ATCT) and other entities as required. Follows instructions and commands as required. Makes regular patrols and physical inspections of field, airfield, and terminal conditions. Notes and reports safety violations, discrepancies potentially hazardous conditions, as well as operational and maintenance problems in landing, hangar, ramp, roadways, terminal areas, and other airport properties. Conducts wildlife patrols, performing wildlife hazing and reduction procedures as necessary which may require the use of a pyrotechnic weapon and/or shotgun. May be required to remove debris or dead wildlife from aircraft operating areas. Responds to and assists with emergency situations as directed by the Operations Superintendent. Assumes initial control of emergency operations until arrival of higher authority. Escorts emergency, construction, and other approved vehicles as required. Utilizes devices and instruments to assess problems and conditions on airfield. Monitors security, fire, weather radar, as well as equipment and surface condition monitoring systems for alarms and makes notifications and reports on conditions as necessary. Logs and bills incoming transient aircraft for landing fees. Reviews daily log entries and verifies completion of shift log, inspection and incident reports, and records at close of shift. Maintains files. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. An Associate's Degree in Aviation, Airport Management, or related field from an accredited college or university is required. Four years of full time paid experience as an airport operations agent, two of which may be in an airport operations-related field, is required. (Substitution: One year of experience in an Airport Operations office or airport operations-related experience may be substituted for each year of college education lacking.) One year of supervisory experience is preferred. A valid State of Ohio Driver's License is required. Must be able to type and possess general computer skills including Microsoft Office Suite products. Must successfully complete a Transportation Security Administration (TSA) fingerprint-based criminal history records check and employment background check. Must be able to lift and carry 50 pounds. Must be willing to work in and out of doors in all weather conditions in a 24-hour operation, including a non-standard work week.

NOTE: **Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.**

NOTE: **Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.**

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.

REQUIRED ITEMS	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
AN ASSOCIATE'S DEGREE IN AVIATION, AIRPORT MANAGEMENT OR RELATED FIELD FROM AN ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY IS REQUIRED . <u>SUBSTITUTION</u> : ONE YEAR OF EXPERIENCE IN AN AIRPORT OPERATIONS OFFICE OR AIRPORT OPERATIONS EXPERIENCE MAY SUBSTITUTE FOR EACH YEAR OF COLLEGE EDUCATION LACKING.	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have an Associate's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of that Degree).	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION INDICATING THE <u>REQUIRED</u> EXPERIENCE: FOUR (4) YEARS FULL-TIME EXPERIENCE AS AN AIRPORT OPERATIONS AGENT, TWO OF WHICH MAY BE IN AN AIRPORT OPERATIONS RELATED FIELD.	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE IS REQUIRED .	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST</u> BE COMPLETED (this includes the job classification on the top line of each card, as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
<i>NOTE:</i> THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE THAT IT IS APPROVED BY THE CIVIL SERVICE COMMISSION.	
COPY OF ANY PROFESSIONAL LICENSE(S) OR CERTIFICATIONS LISTED IN THE APPLICATION.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.