



## **GREAT FALLS INTERNATIONAL AIRPORT AUTHORITY**

2800 TERMINAL DRIVE  
GREAT FALLS, MT 59404  
AIRPORT OPERATIONS OFFICER  
JOB DESCRIPTION

**POSITION TITLE:** Airport Operations Officer

**REPORTS TO:** Assistant Director - Operations

**DATE:** July 28, 2021

**PURPOSE:** The **Airport Operations Officer** position is responsible for monitoring airport operations, overseeing the security of Airport property, and safeguarding airport employees, tenants, and customers. This includes communication with supporting organizations. It also includes administration of safety and security requirements defined in the Airport Security Manual and Airport Certification Manual. The position is also responsible to assist in the operation of maintenance and upkeep of certain aspects of the Airport property.

### **JOB SPECIFICATIONS**

**Education:**

A high school diploma or equivalent

**Experience:**

Must be a Post-Certified Police Officer.  
-14 Week Training and 1 Year Probation

**Additional Qualifications:**

Must have and maintain a valid Montana driver's license (and ability to obtain a CDL within the first year of employment).

Must be able to successfully meet all security requirements.

Must complete or be able to complete Basic and Advanced Airfield Safety Operations Specialist School (ASOS).

Must have the ability to use a personal computer.

Must have the ability to physically control unruly passengers.

Must have the ability to carry a weapon.

### **Additional Desired Skills and Knowledge:**

Large Equipment Operations  
General Maintenance Knowledge

### **Physical Requirements:**

Balancing/Climbing  
Stooping/Kneeling  
Walking/Crouching  
Sitting/Driving  
Pushing/Lifting/Reaching  
Talking/Hearing/Feeling/Seeing

Heavy/Very Heavy Work:

- Exerting up to 100 pounds of force occasionally
- Exerting in excess of 50 pounds of force frequently
- Exerting in excess of 20 pounds of force constantly to move objects

### **JOB RESPONSIBILITIES:**

**This position is responsible for the organization and completion of the following assigned responsibilities. This is a general description of duties and is not an exhaustive list of all assignments. The following include the essential functions of the job.**

**As the sole Airport representative during overnight periods, the Airport Operations Officer ("AOO") is responsible for the overall safety of the Airport property. This would include but not be limited to guarding against unauthorized persons gaining access to secure areas of the terminal building and the perimeter fence.**

This includes the following functions:

- Radio Checks
- Alarm Checks
- Terminal & Surrounding Area Checks
- Provide LEO Response to TSA
- Police Reports

The AOO will monitor the Transportation Security Administration checkpoint when it is open for passenger screening. The AOO will perform perimeter checks of the airfield fencing as well as runway checks during the overnight period.

The AOO will be trained in all aspects of airport operations. The AOO will act as the initial incident commander during emergency situations and irregular operations that occur during the overnight shift. As such, the AOO will contact partner agencies, request additional airport staffing and resources and make necessary notifications. Notifications will include issuing Notice to Airmen (NOTAM's). The AOO will be a key member of our snow removal response, operating equipment and leading and directing snow response teams during the overnight period.

The AOO will be the main contact for parking lot operations and will be interacting with customers and assisting them with parking lot questions and issues. Customer service will be priority.

The AOO will also assist with some maintenance activities as time allows. Maintenance activities may include:

- Replacing lights, relamping
- Terminal building maintenance and inspections
- Pump and motor maintenance
- Sink, toilets, flushometers, dishwashers, etc.
- Airfield lighting and signage replacement
- Airfield safety area restoration

Work in a manner that promotes a safe work environment free from accidents and injuries.

Maintain the highest utmost safety and security in all aspects of the job.

Other duties will be assigned as necessary.

**Pay, Benefits and Additional Info:**

- Hourly position paying \$20 (negotiable depending on experience above and beyond the minimum requirements)
- 40 hours per week
- Excellent Health/Dental/Vision Coverage
- Public Employees Retirement System (PERS)
- Life Insurance
- HSA
- 15 days of paid vacation per year
- 12 days of paid sick leave per year to care for self and immediate family
- 10 paid holidays per year
- Position hours are on a rotating shift alternating between day, afternoon and night with alternating days off.
- Position(s) open until filled.

Please check our listing on Indeed, email [lara@flygtf.com](mailto:lara@flygtf.com), or call 406-727-3404, ext. 432 for more information.