



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

September 9, 2019

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following positions:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) Airport Operations Manager	MS-07	\$80,000.00	Aviation – STT
(1) Airport Operations Officer	MU-03	\$50,000.00	Aviation – STT
(1) Airport Operations Officer	MU-03	\$50,000.00	Aviation – STX

Applications must be submitted to the Human Resources Division no later than Monday, September 23, 2019, at 11:59 pm AST.

Job descriptions attached.

Diane C. Richardson, SHRM-CP, PHR
Human Resources Director

DR/ki

VIRGIN ISLANDS PORT AUTHORITY
AIRPORT OPERATIONS MANAGER

General Summary:

Responsible for the supervision, daily inspection, and compliance of applicable airport rules and regulations. Performs various tasks that are related to the management and operation of an air carrier and cargo airport.

Responsibilities:

Patrols and performs inspections of landside and airside facilities to ensure safety, security and operational efficiency of the Airport. Supervises staff that also conducts these duties.

Acts, on duty, as a representative of Airport management.

Performs escort of vehicles in Air Operations Areas.

Conducts security and driver training for Airport personnel.

Monitors and enforces airport rules and regulations including those relating to ground transportation services.

Performs FAR Part 139 Airport Self-Inspections and Discrepancy Reporting.

Performs TSA TSR 1540 and 1542 required inspections.

Monitors and maintains the airport self-inspection and work-order system.

Monitors and addresses reported airport discrepancies and ensures timely response to open issues.

Monitors and maintains airport-wide Part 139 Certification records.

Operates various communication systems and Airport operational data provider systems.

Reviews and disseminates information pertaining to Airfield conditions via the NOTAM system.

Coordinates closely with FAA – ATC during ongoing airport activities that affect the normal operation of the airport.

Collects aircraft information used to assess various landing fees or other aviation related fees.

Monitors pertinent weather data and disseminates hazard information to airport tenants and users.

Reviews and coordinates revision(s) to the Airport Certification Manual (ACM) with the Airport Manager.

Promotes Airport Safety.

Performs other duties and projects as assigned.

Skills:

Ability to prepare effective and concise reports.

Ability to assimilate knowledge of the airport physical plant.

Ability to analyze situations quickly and determine the proper course of action.

Ability to lead a team and direct staff under emergency.

Ability to work independently, establishing priorities to carry projects through timely completion while also meeting emergency demands.

Ability to establish and maintain effective working relationships with coworkers, other Authority personnel, tenants, and other organizations.

Ability to perform excellent customer service to all.

Education:

Four (4) years experience in Airport Operations of a small hub airport. Knowledge of basic aviation management principles used to assist in the management and operation of a commercial airport. Knowledge of basic emergency management procedure and tactics. Bachelor's degree in airport/aviation management, public administration, business administration, or related field required. IS-700, IS 800, ICS-100, ICS-200 also required. AAAE's ACE-Operations Certification preferred.

Special Requirements:

Possession of, or ability to obtain, a valid US Virgin Island Vehicle Operator's License;

Ability to obtain a Movement Area Endorsement; and

Ability to pass a ten (10) year Criminal History Record Check (CHRC) and all applicable TSA required security reviews.

Working Conditions:

Working conditions may result in some physical discomforts and/or moderate exposure to hazards due to wind, rain, temperature, dust, noise and the like. Required to extend work hours or be present outside normal schedule during airport emergency.

Disclaimer:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "May".

**VIRGIN ISLANDS PORT AUTHORITY
AIRPORT OPERATIONS OFFICER**

General Summary:

Under the supervision of the Airport Operations Supervisor, the Airport Operations Officer is responsible for daily inspection and compliance of applicable airport rules and regulations. Performs various tasks that are related to the operation of an air carrier and cargo airport.

Responsibilities:

Patrols and performs inspections of landside and airside facilities to ensure safety, security and operational efficiency of the Airport and maintain to the highest standards in appearance and cleanliness.

Performs FAR Part 139 Airport Self-Inspections and Discrepancy Reporting.

Performs TSA TSR 1540 and 1542 required inspections.

Performs escort of vehicles in Air Operations Areas.

Assists in security and driver training for Airport personnel.

Monitors and enforces airport rules and regulations including those relating to ramp safety.

Operates various communication systems and Airport operational data provider systems.

Disseminates information pertaining to Airfield conditions via the NOTAM system.

Coordinates closely with FAA – ATC during ongoing airport activities that affect the normal operation of the airport.

Monitors pertinent weather data and disseminates hazard information to airport tenants and users.

Promotes Airport Safety.

Performs other duties and projects as assigned.

Skills:

Ability to prepare effective and concise reports.

Ability to assimilate knowledge of the airport physical plant.

Ability to analyze situations quickly and determine the proper course of action.

Ability to establish and maintain effective working relationships with co-workers, other Authority personnel, tenants, and other organizations.

Ability to work in a team environment under direction of immediate supervisor.

Ability to perform excellent customer service to all.

Education:

Two (2) years experience in Airport Operations at a small hub airport. Knowledge of basic airport operation issues in order to assist in the management and operation of a commercial airport at a level normally acquired through the completion of a bachelor's degree in airport aviation management, public administration, business administration, or related field.

Completion of an Airport Intern Program is desirable, but not necessary.

Special Requirements:

Possession of, or ability to obtain, a valid US Virgin Island Vehicle Operators License;
Ability to obtain a Movement Area Endorsement; and
Ability to pass a ten (10) year Criminal History Record Check (CHRC) and all applicable TSA required security reviews.

Working Conditions:

Working conditions may result in some physical discomforts and/or moderate exposure to hazards due to wind, rain, temperature, dust, noise and the like. Required to extend work hours or be present outside normal schedule during airport emergency. Shift work required.