

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN027 Operations Specialist
POSITION #/TITLE: Operations Specialist	Adopted: 02-26
	Revised:

POSITION DESCRIPTION	
Dept. ID/Description: EIA / The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: APN/Airport Non-Bargaining Unit	Salary Grade: CE
Reports To Position #/Job Code #/JC Title: 2357 / AN014 / Director of Operations	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Examples include but not limited to: Eye, Head, Hand, Foot, Reflective Vest, Hearing, Respirator, Protective Clothing.	

General Statement of Duties

The Operations Specialist is responsible for coordinating daily airside and landside operations to ensure safe, efficient compliant airport operations the airport. This position monitors airfield and landside activities, coordinates with internal departments, external stakeholders, and responds to routine and emergency operational situations. The Operations Specialist ensures compliance, and assures continuous safety, and security compliance with FAR Part 139, Part 77, TSR Part 1542, Airport Certification Manual, Airport Security Program, Rules and Regulations; and other applicable federal, state, and local statutes regulations and requirements while maintaining situational awareness of airport conditions to support uninterrupted airport operations.

Distinguishing Features of the Class

Assists in enforcing operating rules, regulations, provisions of contracts, and lease agreements.
Assists with airside construction design and planning to ensure compliance with signs, markings, and lighting.
Monitors and enforces procedures that ensure efficient aircraft movement and non-movement area activities during construction and irregular operations periods.
Coordinates aircraft de-icing operations on the terminal ramp.
Inspects and monitors airside activities to include air carrier, cargo and fixed base operations.
Ensures continuous services during abnormal conditions such as aircraft emergencies and diversions, wildlife mitigation, and severe weather.
Conducts movement area driver training on the airfield.
Provides assistance with updating and maintaining operations policies, airport certifications, plans, and procedures.
Assists with training requirements and records maintenance of personnel with duties in the airport certification manual.

Examples of Essential Work (Illustrative Only)

Duties include conducting airfield, terminal, and perimeter inspections; monitoring weather, NOTAMs, and operational impacts; coordinating construction, maintenance, and special events; and assisting with emergency response activities under the Airport Emergency Plan.

Communicates with air traffic control, airlines, tenants, law enforcement, fire/rescue, and other agencies to resolve operational issues in real time.

Prepares operational reports, logs, and documentation, and may issue advisories or field condition reports as required.

Requires working rotating shifts, including nights, weekends, and holidays, and may involve on-call or emergency response duties.

Assist in management of airport response to emergencies, i.e., respond to emergencies.

Monitors and coordinates airfield, apron, safety inspections and terminal activities.

Coordinates opening and closing the airport (or portions of it) for divisional areas based upon airport conditions and related safety factors.

Inspect facilities, grounds, and equipment and ensure safe and efficient operations.

Recommends activities to meet those needs and evaluating and providing feedback on operational activities.

Develops a training plan and assures compliance with all Federal and State mandated training and certification/re-certification in accordance with Federal Air Regulation (FAR) Part 139.

Assists, in maintaining and developing the Airport Certification Manual, Airport;

Maintains all appropriate records on safety procedures, precautionary measures and policy implementation regarding airport safety.

Coordinates and supervises the inspection of the physical condition of the Airport Operations Area (AOA), including runways, taxiways, aircraft parking aprons and lighting systems.

Performs all work duties and activities in accordance with Airport Commission policies, procedures and safety practices.

Attends work regularly at the designated place and time.

Performs other duties as assigned.

Required Knowledge and Abilities

Knowledge of airport operations, including airfield, terminal and landside activities at a commercial service airport.

Understand applicable federal, state, and local regulations affecting airport operations, including FAA regulations (e.g., 14 CFR Part 139), TSA requirements, and safety standards.

Know airfield safety practices, including runway and taxiway operations, markings, lighting, signage, and apron safety.

Ability to learn and know the airport emergency response procedures and the Airport Emergency Plan.

Knowledge of weather conditions and their impact on airport operations.

Knowledge of radio communication procedures and coordination with Air Traffic Control, airlines, tenants and public safety agencies.

Knowledge of safety management systems (SMS), hazard identification, and reporting processes.

Knowledge of construction safety, NOTAMs, and operational impacts related to maintenance or construction activities.

Good knowledge of the business relationship between a commercial airport and outside business vendors.

Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions regarding airport safety operations.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities.

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Monitor airport operations and respond appropriately to routine, irregular and emergency situations.

Interpret and apply regulations, policies, and procedures to operational conditions.
Communicate clearly and professionally, both orally and in writing.
Make sound decisions under time pressure and in safety-sensitive situations.
Conduct inspections of airfield, terminal, and perimeter areas and accurately document findings.
Maintain situational awareness while managing multiple priorities.
Work independently and collaboratively in a team environment.
Prepare clear and accurate reports, logs and operational documentation.
Operate vehicles on the airfield and maintain required airfield driving privileges.
Work rotating shifts, including nights, weekends, holidays, and during emergency events.
Respond effectively during adverse weather and emergency conditions.
Obtain and maintain required training and certifications related to airport operations.
Ingenuity and inventiveness in the performance of assigned tasks.
Knowledge of aircraft fueling procedures, environmental protection rules, and their application to airport operations.

Acceptable Experience and Training

Graduation from High School or GED;
Bachelor's degree in Aviation, Airport Management, or a related field.
Air Operations Area (AOA) clearance (within 90 days of hire).
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Possession of a valid driver's license and the ability to obtain valid Iowa Driver's License within sixty days after employment.
United States Citizen.
Pass and maintain security background check as required by Transportation Security Regulations.
Available for recall to airport during non-duty hours for emergencies and other required duties.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form.
Sufficient manual dexterity that permits the employee to operate a computer input device and produce handwritten materials and notations.
Sufficient personal mobility that permits the employee to visit various and other workstations at the airport and attend a wide variety of work sites at the Airport and to perform operations functions including the ability to work outside for extended periods under extreme weather conditions.

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (i.e., supervisor, manager). **Entering name signifies approval.**

Name: <i>(Person completing form)</i>	Daniel B. Brown
Title:	Director of Operations
Date Approved:	2/16/2026

Name: <i>(Person completing form)</i>	Marty Lenss, CM
Title:	Airport Director
Date Approved:	2/16/2026

Labor & Personnel Committee Approval

Name and Title:	Robin Therme, Chairman
Date Approved:	2/16/2026