Summary of Duties: Inspects airport facilities, including airfields, terminal buildings, and parking lots, to insure proper operating conditions; inspects contract and private ground transportation services to ensure compliance with contract terms and airport rules, regulations, and procedures; enforces safety operating rules, regulations, and procedures; acts as liaison between the operations office and airport maintenance, tenants, and the public; and does related work.

Distinguishing Features: An Airport Operations Coordinator performs a variety of enforcement, inspection, and liaison duties at a City of Los Angeles Airport. An employee of this class ensures that facilities are properly prepared, that interested persons are notified and that equipment is directed to correct locations. An Airport Operations Coordinator generally works under the supervision of a Superintendent of Operations and is required to exercise some initiative in dealing with unusual or emergency situations. Assignments are normally in oral or written form, or may be determined as a result of inspections or facts collected by independent investigation.

Examples of Duties: An Airport Operations Coordinator:

- Inspects the airport during normal operations;
- Enforces aircraft ground traffic ordinances and regulations;
- Inspects runway and runway lighting, taxiway service roads, ramps, tiedowns, hangar areas, gates, fences, field lighting, and signs for proper condition;
- Directs or escorts pilots to terminal and aircraft parking areas using radio equipped automotive equipment;
- Collects parking and landing fees;
- Answers questions and gives directions to the public, airport tenants, and pilots;
- Reports maintenance requirements and handles complaints regarding building and airfield conditions;
- Enforces City ordinances and Department rules and regulations;
- Responds to airport emergencies and accidents;
- Assists in handling VIPs;
- Escorts construction crews to work sites, and ensures that sites are in order;
- Coordinates inbound and outbound charter flights;
- Monitors and directs ramp vehicular traffic;
- Removes foreign objects from the airfield area;
- Inspects and monitors the operation of parking lots and structures;
- Inspects private and contract ground transportation services;
Checks on abandoned vehicles and initiates paperwork to notify registered owners; 
Responds to inquiries about parking and impounded vehicles; 
Resolves disputed parking lot fees and questions of identification; 
Assists passengers with location of lost vehicles in parking lots. 
Oversees parking lot and tram service operations; 

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**
Federal Aviation Administration procedures and regulations regarding airfield and landside operations of an airport; 
Terminology used to discuss airport operations; 
English usage and grammar; 

**A working knowledge of:**
Terminology used in reports of weather conditions; 
Safety and emergency procedures; 
Airport Ground Transportation procedures; 

**The ability to:**
Read and comprehend complex documents related to airport operations; 
Work effectively with others; 
Use good judgement in making sound decisions related to airport operations; 
Work cooperatively and effectively with management, airport tenants, other governmental agencies, and the public; 

**The physical ability to:**
Communicate effectively with supervisors, co-workers, the public, and others for the purpose of insuring proper and timely completion of assigned work, resolving conflicts, conducting and/or providing information at meetings, and other job-related activities; 
Drive an automobile while conducting airport inspection and enforcement activities; 
Manipulate reports, maps, and other documents that may on occasion weigh up to 15 pounds; 
Move boxes and supplies which may weigh up to 25 pounds; 
Efficiently inspect ongoing maintenance and construction activities on uneven or rough terrain during good or inclement weather; 
Efficiently obtain and interpret information stored in computers; 
Normal color perception in order to inspect airfield
lights, signals and signs, and to understand air traffic control light gun signals.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**Minimum Requirements:**
1. Two years of full-time paid experience working in: aircraft ground operations, airline ramp activities, airport ground transportation monitoring activities, or in an airport control tower; or operating vehicular equipment on an airfield at a medium to large hub or military airport; or;
2. A bachelor's degree from a recognized four-year college or university with a specialization in aviation or transportation management.

**License:** A valid California driver's license may be required.

**Safety Sensitive:** Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

**Fair Labor Standards Act Status:**
None of the positions in this class qualify for an exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.