



THE CITY OF HAYWARD

is recruiting for an **AIRPORT OPERATIONS SPECIALIST**



DEADLINE TO APPLY

**Monday, April 26, 2021
at 5:00PM**

Candidates are encouraged to apply online at:
www.hayward-ca.gov or
www.GovernmentJobs.com.

COMPENSATION

**Monthly Salary
\$5,863 - \$7,122**

Plus excellent benefits package: See the 2021 Benefit Summary on the City's Human Resources webpage for more details.

THE SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

With the Bay Area economy exploding, Hayward is fast becoming a regional nerve center for new development and building activity. Spanning from our pristine western shoreline to the attractive foothills to our east, Hayward is the picture of cultural, geographic and economic diversity. With a vigorous and growing "Advanced Industries" sector, which the Brookings Institute has identified as a primary engine of the new economy, Hayward and its 160,000 residents are building the future today. The successful candidate will occupy a unique position at the nexus of commercial, residential and industrial activity in the Bay Area.

THE POSITION

The City of Hayward is excited to announce its recruitment for the position of Airport Operations Specialist. Under general direction of the Airport Operations Supervisor, the Airport Operations Specialist is a classification assigned to the Executive Airport Division of the Public Works—Engineering and Transportation Department. The incumbent in this position promotes the City's noise management program and policies and provides administrative and analytical assistance to Airport Management staff. This position also monitors the safe, efficient operation of the airport in compliance with local, state, and federal regulations.

THE DEPARTMENT

Hayward Executive Airport is one of just 84 FAA-designated "national" general aviation airports in the country with 430 based aircraft, including 42 corporate jets, and over 100,000 annual operations. The airport is managed as an enterprise fund and is financially self-sustaining.

DUTIES INCLUDE

Duties may include, but are not limited to, the following:

- Enforces the City's Noise Ordinance for the Airport.
- Operates, maintains and troubleshoots noise monitoring equipment and flight tracking systems.
- Facilitates and monitors the noise management program including responding to difficult noise complaints and requests for information.
- Assists in the development and implementation of goals, objectives, policies and priorities relative to the noise management program.
- Prepares statistical analyses and reports; maintains databases and charts relating to noise abatement.
- Develops noise abatement seminars for pilots and community groups; conducts workshops for aircraft operators; meets with the public and professional staff on a routine basis.
- Represents the Airport at community and regional meetings.
- Assists in development of agenda reports and departmental presentations.
- Monitors the airside and landside areas of the Airport as required ensuring compliance with city, state and federal regulations.
- Inspects all airport areas, including hangers, runways, and fuel storage areas for compliance with airport and Federal Aviation Administration safety regulations.
- Documents observed conditions through a daily log and incident reports.
- Reports observed violations of airport rules and regulations to the Airport Operations Supervisor.
- Promptly reports emergency conditions to the Airport Operations Supervisor, and calls first responders in the event of life/safety issues.

ABOUT HAYWARD With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

MINIMUM QUALIFICATIONS

Any combination of equivalent experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of experience in airport community-based or noise abatement programs and airport operations with a high degree of public contact.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in airport management, business administration, or a related field.

Licenses or Certificates: Possession and maintenance of a valid California Class C Driver's License is required.

Possession of a Federal Aviation Administration (FAA) Private Pilot Certificate is desirable but not required.

SUPPLEMENTAL QUESTIONS

Completion of this Supplemental Questionnaire is required for your application to be considered and is an integral part of the examination process. Writing 'see resume' or 'N/A' is not a sufficient response. The rating of the supplemental questions may determine application status and/or rank on the eligible list.

- 1) Describe your experience in airport operations and how it has prepared you to assume the position of Airport Operations Specialist.
- 2) Describe your experience in responding to aircraft incidents and accidents on an airport.
- 3) Describe your experience in responding to airport noise complaints including the noise equipment and software that you have operated, such as ANOMS or Noise Desk.
- 4) Describe your familiarity with airport environmental reporting procedures including the collection of samples under a Storm water Pollution Prevention Plan (SWPPP).
- 5) Describe your experience in providing exceptional customer service including any awards or commendations that you have received for your performance.
- 6) Outline your experience in writing reports and compiling data in an airport setting, including your proficiency with Microsoft Office.

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