

AIRPORT ASSISTANT

GENERAL STATEMENT OF DUTIES: Oversees the work and performance of the County's Managing Agent and coordinates the design and construction of improvement at the Westchester County Airport; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent represents the County at the Westchester County Airport by performing engineering, administrative and public relations duties involved in the additions and modifications of the physical plant of the Airport; the administration of involved in obtaining financial assistance from other levels of government for the Airport; investigation, recording and recommending means for answering and finding solutions for complaints as airport operations and construction; and supervision over the work and performance of the County's Managing Agent. An incumbent of this position exercises independent judgment that establishes policies existing. The person serving in the Airport Assistant position is on call 24 hours a day to resolve any problems or emergencies at the Airport. Supervision is exercised over a number of personnel on a project assignment basis.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the technical and non-technical planning of additions or modifications of the physical plant of the airport;

Assists in the design of all airport construction projects including their planning, cost estimating and the drafting of design and construction specifications;

May represent the County in contract talks related to additions or modifications to lease premises;

Supervises the administration of financial assistance from the Federal and State governments granted to the airport;

Assists in preparing the airport capital and maintenance budgets;

Inspects the facility periodically to insure its proper upkeep by the leases;

Confers with representatives of the State and Federal governments and various authorities on airport matters;

Assists private contractors on airport construction;

Represent the County at public hearings and organization meetings;

Investigates, records and makes recommendations on complaints concerning airport operations and construction;

EXAMPLES OF WORK: (Cont'd):

Attends all meetings of Airport Advisory Committee as the Department's permanent representative;

Supervises the work and performance of the County's Managing Agent;

Coordinates activities of Airport Consulting Engineers;

Monitors the Airport expenditures for the Director of Transportation Facilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques of civil engineering; good knowledge of Federal aviation requirements and regulations; good knowledge of airport construction and design; familiarity with specification writing and review pertaining to airport construction; familiarity with State and Federal assistance programs for airport construction and maintenance; familiarity with airport operations; ability to deal effectively with people; ability to organize, direct and coordinate the work of others; ability to present a constructive image of the airport to the community; initiative; imagination; good judgment; tact; integrity; neat appearance; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in civil engineering and five years of experience in project design, construction, maintenance, and operation of public facilities, three years of which must have been related to airport operations; or (b) an Associates Degree* with a major in civil technology and seven years of experience as indicated in (a) including the specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SUBSTITUTION: College education, with a concentration in engineering or engineering technology, may be substituted at the rate of 30 credit hours* per year of experience up to a maximum of four years.