

PROGRAM COORDINATOR (AIRPORT OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Department of Public Works and Transportation, assists the Commissioner or designee, in representing the department at the Westchester County Airport. Work involves assisting in the formulation, coordination, and implementation of policies and procedures to ensure safe and effective airport operations as well as substantive liaison with the Federal Aviation Administration (FAA), state and local authorities to ensure regulatory compliance in all areas of operation. In addition, an incumbent applies engineering skills to evaluate the feasibility and execution of additions and modifications to the physical plant of the Airport; performs administrative functions to ensure efficient and effective operations; and records, investigates and resolves complaints or other issues of interest involving airport operations and/or construction. The incumbent is also on call on a 24- hour basis to resolve any emergencies or problems as they arise. Supervision is exercised over the work and performance of employees of the County's Managing Agent. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the technical and non-technical planning of the additions or modifications to the physical plant of the airport by participating in the preparation of cost estimates, the drafting of design and construction specifications, etc.;

Participates in the formulation, coordination and implementation of policies and procedures as they related to airport operations; ensures the most recent FAA laws, rules and regulations are considered;

Inspects buildings, equipment and capital construction projects to ensure work is performed in accordance with the FAA regulations and in accordance with departmental safety standards;

Supervises the contractual and capital process relating to the financial assistance granted from Federal and State agencies;

Coordinates the activities of Airport consulting engineers, ensuring that all safety standards and regulations are adhered to;

May represent the County in contractual negotiations related to additions or modifications to leased premises;

Assists the department's administration in the preparation of capital reports, maps, and special studies;

Assists in the preparation, review and evaluation of all capital and non-recurring project requests for the Capital and Operating budgets;

Consults with representatives of the Planning Department to discuss long-range facility plans;

EXAMPLES OF WORK: (Continued)

Consults with representatives of the Public Works Department to participate in the analysis and/or the preparation of plans and specifications for approved capital and non-recurring projects;

Records, investigates and resolves complaints concerning airport operation and construction;

Represents the Director or Commissioner at public hearings as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software programs in performing work;

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; 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) Bachelor's Degree* in Civil Engineering and six years of experience (pre- or post-degree) in project design, construction, maintenance, and operation of public facilities, three years of which must have been related to airport operations; (b) a Bachelor's Degree in Engineering or Civil Technology or a related field and seven years of experience as defined in (a).

SUBSTITUTION: A Master's Degree* in Engineering may substitute for one year of the general experience. There is no substitution for the specialized experience.

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