



## EXAMINATION OPEN TO THE PUBLIC

### AIRPORT OPERATIONS SPECIALIST

**ANNUAL \$ 82,534\*\***  
**SALARY: \$107,280**

**SALARY**  
**GROUP: AR 29**

**APPLICATION CLOSING**  
**DATE: JULY 16, 2014**

**EXAM**  
**NO: 141060OCDM**

#### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Connecticut Airport Authority this class is accountable for performing as a specialist in coordinating the operational activities at Bradley International Airport on an assigned shift.

#### **MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JULY 16, 2014**.

**GENERAL EXPERIENCE:** Seven years of experience in the aeronautical operations activities of an airport or a scheduled airline including authority and responsibility over multiple airport operations.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have involved responsibility for the implementation of airport policies and procedures relating directly to Airside Operations and Airport Certification.

**SUBSTITUTIONS ALLOWED:** (1) College training in aviation management or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in aviation management or a closely related field may be substituted for one additional year of the Special Experience.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to moderately disagreeable conditions on occasion such as weather conditions and loud noises.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of state and federal regulations pertaining to aircraft operations and airport administration; considerable knowledge of fixed base, airlines and airport operations; knowledge of airport administration and procedures; knowledge of airport equipment including maintenance equipment, fire suppression equipment, radar and lighting; knowledge of snow removal and ice control operations; some knowledge of meteorology; considerable interpersonal skills; oral and written communication skills; supervisory ability; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

#### **APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:** (1) **Completed Application Form (CT-HR-12)**  
(2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Airport Operations Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Airport Operations Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience planning, coordinating, and implementing multiple ongoing airport operational activities, and policies and procedures to ensure compliance with Federal and State regulations. Be specific as to the size of the airport and the operational activities with user airlines, TSA, FAA, fixed base operations, airport tenants and vendor leases. Describe the nature and purpose of these activities and the policies and procedures you established and implemented. Also, detail any experience in the operational activities of an airline including the size of the airline and your responsibilities for managing, developing and/or implementing operational policies and procedures. (2) Experience inspecting airport and/or airside operations to ensure compliance with established safety and maintenance standards. Include your experience in the areas of assessment and notification of runway conditions, establishment of priorities for snow and ice removal, and emergency service response. Describe your exact role in these areas and to whom you reported the results of these findings. (3) Experience supervising or leading staff. Please describe your experience supervising/leading staff or teams. Include the number and job titles of those you supervised/led. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. (4) Oral and written communications experience. Describe your oral communication experience, including any experience you have had as a liaison with State Police and FAA security personnel, working with the media during emergency and normal operating conditions, and/or speaking at local and regional meetings. Describe the types of reports, correspondence, logs and manuals for which you are responsible. Detail your experience preparing recommendations, changes or procedures, including their nature, purpose and outcome. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by JULY 16, 2014 (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) Examination scores will be mailed by AUGUST 29, 2014. (8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

\*\* Salary effective 7/1/14

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.