

Airport Emergency Services & Training Coordinator Position Description

FACILITY OVERVIEW:

The Helena Regional Airport is a commercial service airport with a diverse range of aviation activities including scheduled airline service, general and corporate aviation. The airport is also the site of a US Forest Service Air Tanker Base which can accommodate all sizes of firefighting aircraft. In addition there are 23 based military aircraft attached to the Montana Army National Guard. The Airport provides 24 hour aircraft rescue firefighting coverage with 5 emergency vehicles and 2 on-airport fire stations. The Rocky Mountain Emergency Services Training Center (RMESTC) is also owned and operated by the Helena Regional Airport Authority. The RMESTC is a state-of-the-art multi-use training facility that serves the regional training needs of a wide variety of entities including airports, fire departments, law enforcement, governmental agencies, private businesses, and the general public. Curriculums offered by the RMESTC include Aircraft Rescue Fire Fighting (ARFF) and numerous other custom-tailored courses in emergency response and management. The facility has a 1.2-mile long, asphalt driving track which is leased for a variety of uses, including driver training and motor sport activities.

EXAMPLES OF DUTIES:

Under the general supervision of the Airport Director, the RMESTC Facility & Training Coordinator is responsible for the day-to-day coordination of activities involving the RMESTC and the Airport Aircraft Rescue Fire Fighting (ARFF) team. On a daily basis, the Coordinator serves as a liaison between the RMESTC and all stakeholders including customers, users of the facility, prospective clients, local and regional governmental agency representatives, and the general public.

The Coordinator supervises a staff of part-time, on-call instructors for the Aircraft Rescue Fire Fighting (ARFF) Training Program. The Coordinator ensures that adequate supplies are on-hand and that all equipment is in a safe and workable order for each class or activity. Tracks attendance records and coordinates billing information with the Airport Financial Manager. Coordinates facility maintenance activities with the Airport Maintenance and Operations Supervisor.

Responsible to ensure that all members of the airport ARFF team are in compliance with the training and operational requirements of FAA Part 139. This includes proficiency in maintaining accurate training records for all activities. Responsible to coordinate additional specialized training activities including full scale and table top exercises and occasional practice drills.

Responsible for maintaining a comprehensive program to monitor and inspect all commercial aircraft fueling agents located on the airport and maintain records as required under FAA Part 139.321 and NFPA 407.

Responsible to ensure all Airport-owned fire suppression systems and hand-held extinguishers are maintained and are in compliance with NFPA regulations.

The Coordinator may be assigned to other Airport departments during periods of relative inactivity at the RMESTC. These departments include Maintenance, Operations and/or Custodial Department. The job description duties of these additional positions are considered to be part of the Coordinator's employment. These additional duties include operating large and complex snow removal equipment on an active airfield environment during challenging conditions and on a variable schedule during winter operations.

LICENSE:

- Must possess a valid Montana driver license and maintain an acceptable driving record.
- Proficiency in or the ability to obtain and maintain an Aircraft Rescue Fire Fighting (ARFF) Certification under FAA Part 139 and be an active member of the Airport ARFF team.

SPECIAL CONDITIONS:

- Ability to multi-task, work in a fast-paced environment and meet deadlines.
- Proficiency in maintaining accurate records within a complex regulatory environment.
- Possession of diverse training in fire and other emergency service subject matter.
- Ability to pass a Transportation Security Administration (TSA) background check.
- Flexibility to work irregular hours, weekends, and holidays, as needed.
- Perform extensive physical activities in harsh conditions (includes firefighting); a physical examination may be required.
- Ability to operate large, complex equipment such as fire trucks, tractors, and snow removal equipment.
- Other duties as assigned; work with other Airport staff as needed.

ABILITIES:

- Supervision and coordination of instructors from a pool of available on-call instructors for RMESTC programs.
- Understand and carry out written and oral instructions.
- Ability to communicate effectively in written and verbal formats, including the use of personal computers, phones, radios, word processing, spreadsheet, and database software programs.
- Develop and coordinate all training activities for Helena Regional Airport staff involving ARFF and other on-going training as required by the Federal Aviation Administration.
- Ability to effectively and safely operate motor vehicles and large equipment, such as fire trucks.
- Ability to operate large vehicles such as plow trucks, tractors and sweepers, in order to assist with snow removal from the airport runways, taxiways, ramps and sidewalks.
- Knowledge of radio operating procedures in order to operate on the controlled-movement areas of the Airport which are under the jurisdiction of the Air Traffic Control Tower.
- Ability to respond to an aircraft emergency as a part of the ARFF team as necessary.
- Experience with the National Incident Management Systems (NIMS) Incident Command System
- Ability to help develop and manage a budget for the facility and related programs.

EXPERIENCE AND EDUCATION:

- At least 10 years of progressive experience in the professional level fire service industry.
- High school diploma or GED required.
- Secondary education preferred.