

**AIRPORT OPERATIONS**  
**HELENA REGIONAL AIRPORT AUTHORITY**  
**POSITION DESCRIPTION**

**General:**

Under general supervision of the Airport Maintenance & Operations Manager, or his/her designated representative, protects and maintains property and persons at the Airport.

**Examples of Work:**

Serves as liaison to tenants and supporting agencies including Helena Police Department, Lewis & Clark County Sheriff's Office, and TSA; responds to non-emergency requests for assistance from airlines and tenants (i.e., dealing with irate passengers, verbally abusive language, etc.); completes incident report documentation; distributes sensitive information according to Airport and TSA policies; investigates security-related issues through camera or other systems and properly records and distributes video in accordance with adopted procedures; reports security-related incident information to the Primary ASC, Maintenance & Operations Manager, Assistant Airport Director, Airport Director, or his/her designee in a timely fashion.

Checks security and safety of buildings, their contents, supplies and equipment, and guards against fire hazards and fire; prevents loss, damage, or misuse of Airport and tenant property; inspects Airport perimeter fence at least once per shift (or as designated from time to time) to check for unauthorized entrance to Airport premises, fence damage, reports of theft, etc.; responsible for maintaining a working knowledge of all rules and regulations pertaining to TSA security measures and FAA mandated airport operating standards.

Responsible for monitoring the long- and short-term parking lots, including cleaning the units, replenishing tickets, receipt paper and other supplies and assisting parking lot users with issues that may arise. Makes day, night, and special field condition reports as necessary, including runways, taxiways, safety areas and lighting conditions; must be proficient and certified in Aircraft Rescue and Fire Fighting (ARFF) procedures with the ability to operate and maintain all Airport fire and emergency equipment and communications; maintains department records needed to meet Airport, TSA and FAA standards for operations; assist other departments as required. ARFF certification must be met within the next available ARFF class at the Rocky Mountain Emergency Services training Center, or within a reasonable period of time determined by the Airport Director following hiring; must meet annual recertification requirement to hold position. Must be able to pass competency tests for use of computers, including basic knowledge of programs such as Word, Excel and Access.

Ability to operate cleaning equipment and perform light duty building maintenance. Examples include painting, changing light bulbs, floor maintenance. Ability to assist with snow removal as assigned, including operation of shovels, powered equipment such as snow blowers, powered sweepers, and other snow removal equipment.

Responsible for all duties assigned to a given shift including janitorial, snow removal, and other misc. duties; monitors fuel usage by fixed base operators; monitors general aviation tie-

downs and landing fees; monitors air traffic (after Air Traffic Control Tower closes); may require assisting pilots; assists in clearing field of disabled aircraft; monitors field conditions (braking action, etc.); assists Flight Service in locating missing aircraft; keeps FAA Air Traffic Control Tower and airlines informed of changing field conditions and issues NOTAMs in accordance with adopted policy; provides wildlife control on Airport premises within adopted policies and documents actions; answers phones (referral and registry of complaints, answers inquiries, and takes messages); and other duties as assigned by the Airport Director or his/her designated representative.

**Appearance:**

Airport Operations employees spend considerable time interacting with the public and are required to represent the Airport in a respectable and professional manner. This includes wearing appropriate attire which is provided by the Airport. Attire is to be maintained and worn in a clean, presentable fashion at all times while on shift.

**License:**

Must possess a current Montana vehicle operator's license and pass a driving record check to confirm insurability on the airport's insurance policy. Must complete FAA FAR 139 training requirements and 139.319 ARFF training and remain certified at all times. Must submit to mandated TSA fingerprint investigation and five-year background/employment check. Any disqualifying offenses require termination of employment.

**Desirable Qualifications:**

Ability to establish and maintain cooperative relationships with fellow employees, Airport tenants, and the general public, treating with absolute courtesy anyone with whom the employee comes in contact in the capacity of Airport Operations employee; and meets the standards of physical stature, endurance, and ability as set by Airport administration.

Knowledge of fire prevention and suppression techniques and rescue techniques related to aircraft accidents.

Knowledge of airfield equipment and facilities, computers, janitorial procedures and supplies, light duty snow removal and other related equipment.

**Experience:**

Prior security and/or fire fighting experience desirable but not mandatory.

**Education:**

High school diploma or GED equivalent. Successfully complete ARFF training program within 60 days of employment date. Failure to qualify for ARFF duties will result in termination of employment.

**Special Conditions:**

Must be physically fit as required to perform ARFF duties and must pass a self-contained breathing Apparatus mask fit test including adherence to facial hair restrictions to ensure proper mask fitment for safety. May be required to take a physical exam or fitness tests to verify physical fitness. The Helena Regional Airport Authority is a drug and alcohol free

workplace. Testing to ensure compliance may be requested within the guidelines of all laws. Must complete a six month probationary period upon hire during which employee may be terminated with or without cause.

## MISCELLANEOUS POSITION INFORMATION:

### Airport Administration Staff:

- Airport Director – Jeff Wadekamper
- Assistant Airport Director – Ross Marty
- Financial Manager – Connie Lundin
- Administrative Assistant – Amber Huggett

Website: [www.helenaairport.com](http://www.helenaairport.com)

### Total Airport Employees:

- 23 full-time, 2 - 4 part-time/seasonal
  - Administration – 4
  - Maintenance – 9
  - Operations – 6
  - Custodial - 3
  - Emergency Services/Training Center Coordinator - 1

### This Position Offers:

#### Benefit Package:

- 3 weeks annual vacation
- 12 sick days per year
- PERS retirement system
- Group health insurance (medical, dental, vision) through Allegiance - Airport pays insurance premiums for basic plan for employee
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**Wages:** The position is structured as a 5 year matrix:

Year 1: \$22.25

Year 2: \$23.30

Year 3: \$24.36

Year 4: \$25.92

Year 5: \$27.52

**Minimum six-month probationary period during which you may be terminated without cause. The probationary period may be extended up to one year under Montana employment law.**

**The Helena Regional Airport is staffed 365 days/per year, 24 hours/day. This position requires working traditional and non-traditional hours depending on the situation or needs of the airport such as snow removal operations, aircraft emergencies and special project oversight. The Helena Regional Airport is an equal opportunity employer.**