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Minimum Qualification Specifications
for the Class:

AIRPORT OPERATIONS DUTY MANAGER
(AIRPORT OPERATIONS DUTY MGR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Airport, aviation, and/or air transportation operations; federal, State and county laws, rules and regulations pertinent to aviation ground and flight operations and facility maintenance, and aviation security and safety practices; problem solving methods and techniques; report writing; and public relations.

Ability to: Plan, direct, control and coordinate operational activities and services of a public international airport; understand and ensure compliance with pertinent laws, rules and regulations; execute effective and timely decisions in high stress crisis situations; identify and resolve problems; communicate effectively both orally and in writing; prepare clear and concise reports and memoranda; maintain effective working relationships with others; and deal tactfully with a wide range of individuals and the public.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years of professional experience which included responsibility for the operation and/or maintenance of an air transportation facility or program in servicing regularly scheduled commercial/military aircraft and facilities for aircraft maintenance, air freight accommodation, passenger accommodation, commercial tenants, etc. The work must have involved overseeing and coordinating various airport, aviation, and/or air transportation activities required for the provision of services; and dealing with the public. The work also must have demonstrated knowledge and understanding of federal, State and county laws, rules and regulations pertaining to aviation operations and facility maintenance, and aviation security and safety practices.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class AIRPORT OPERATIONS DUTY MANAGER (AIRPORT OPERATIONS DUTY MGR).

DATE APPROVED: 12/07/04 /s/ Dawn M. Young
KATHLEEN N. A. WATANABE
Director of Human Resources Development