

Allegheny County Airport Authority

Internship Descriptions

Job Title: AIRFIELD OPERATIONS INTERN
Department: Airfield Operations
Reports To: Director, Airfield Operations
Prepared Date: November 14, 2013

SUMMARY

The internship position will expose the student to the work of Airfield Operations, Fire Rescue and Airport Communications at a medium size international airport. It will be involved in working on various airport projects related to the department and coordinating with other Authority departments concerning all aspects of airport operations. The position will offer exposure to the core functions under the Code of Federal Regulations FAR PART 139 and 1542 and will learn the responsibilities of the EEOC, the hub of control and area of command.

RESPONSIBILITIES

- Review and become familiar with current Advisory Circulars and CERTA alerts.
- Work with staff, obtaining general knowledge of the ACM, SICP, AEP, SMGCS, PIT Self Inspection Program and SMS program.
- Hands on work with the Eagle Ops, IDS5
- Airfield and other escort functions with appropriate staff members.
- Accompany staff on wildlife hazard harassment/mitigation, and review of the WHMP
- Attend weekly construction coordination meetings with Duty Manager
- Respond to aircraft alerts and emergencies with appropriate staff.
- Assist the Emergency Planning Committee in the development drill, exercises and Air Show safety plans.
- Attend planning meetings with the 911th AFRES and PANG
- Take part in VIP and special details.
- Perform other related tasks as assigned or required.

KNOWLEDGE/ABILITIES:

- Proficient in Microsoft Office applications including Word, Excel and PowerPoint.
- Ability to communicate effectively both orally and in writing.
- Strong organizational ability.
- Analytical thinking skills.
- Ability to intern on all shifts to gain a full understanding of operations at a 24/7 facility.
- Manage multiple projects and meet deadlines

REQUIREMENTS:

The following requirements list the minimum education/training required to qualify for this job.

- Second year undergraduate from an accredited four-year college or university in aviation management or a related field,
- Must maintain a cumulative G.P.A. of 3.0 or greater.

Allegheny County Airport Authority

Job Description

Job Title: Airfield Operations Intern
Division: Operations and Facilities

SUPERVISION EXERCISED/ RECEIVED

None/Receives direct guidance from the Director of Airfield Operations or Duty Managers and Operations Supervisors as assigned by the Director.

PHYSICAL DEMANDS

The physical demands that are described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern is regularly required to talk to hear to see. The intern is regularly required to stand, sit and walk. The intern is regularly required to use hands to finger handle and feel; reach with hands and arms, climb or balance; stoop, kneel, crouch, or crawl. The intern must frequently lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision and distant vision.

CONDITIONS:

While performing the duties of this job, the intern is seldom exposed to moving mechanical parts that exceed those of standard office equipment. The noise level in the work environment is generally moderate.

PRE-EMPLOYMENT DRUG TESTING:

Internship is contingent upon the results of a pre-employment drug screening.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION:

Ability to successfully pass a thorough investigation consisting of a criminal history check (including but not limited to the requirements of TSR 1542.209), verification of prior employment and performance, reference and credentials checks, and in some cases credit history.

Posting Period:

Interested candidates should submit a Cover Letter/Resume to Allegheny County Airport Authority, Pittsburgh International Airport. Attn: Human Resources, Landside Terminal, 4th Floor Mezzanine P.O. Box 12370, Pittsburgh, PA 15231-0370

EOE / M / F / D / V