



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 6021
Date: 8 week program
Salary: \$16.00/hr

JOB TITLE: Operations Intern

REPORTS TO: Operations Supervisor

DEPARTMENT: Airport Operations

DATES: Eight weeks internship between May and August, with flexible workdays/hours.

APPLICATION PROCESS: Students who want to be considered for this internship should apply directly with the Sarasota Manatee Airport Authority (SMAA) Operations Department by emailing their resume to application@flysrq.com. Minimum education and licenses must be met by the closing date in order to be considered eligible.

INTERNSHIP JOB SUMMARY

This 8 week/40 hours per week internship opportunity will provide exposure to airport operations within the Sarasota Bradenton International Airport (SRQ) and help prepare the individual for a career in the field of airport operations.

INTERNSHIP JOB RESPONSIBILITIES

Essential Job Responsibilities:

Assist with daily inspections of landside and airside areas including aircraft movement areas.

Provide assistance to airport departments, tenants, passengers, and the public.

Assist Operations personnel during emergencies, irregular activities, and special events.

Assist Airport Communications with monitoring the Access Control and CCTV Systems.

Become familiar with Federal, state, and local laws, FAA rules and regulations, Transportation Security Administration Rules and Regulations and airport policies and functions.

MATERIALS AND EQUIPMENT USED

Computers, Office Equipment, Communications Equipment, Common Use Terminal Equipment, Motor Vehicles, Fire Protection System, Access Control System, Paging System, Flight Information Display System, Firearms and Pyrotechnics under supervision (for wildlife control).

REQUIRED QUALIFICATIONS

Education and Experience:

Hold the junior or senior status in an accredited aviation management college/university program. The individual must have a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale.

Licenses and/or Certifications:

Possession of a valid US state Driver's License.

Knowledge, Skills, and Abilities:

Has general knowledge of the purpose and activity of airports.

Has general knowledge of aircraft and flight characteristics.

Possesses general knowledge of FAA Advisory Circulars and FAA rulemaking (FARs) pertaining to airport and airfield operations.

Possesses general knowledge of Transportation Security Regulations 1500 series, pertaining to airport security.

Knowledge of computers and word processing programs.

Must demonstrate excellent verbal and written communication skills and possess organizational abilities.

Ability to react quickly, appropriately, and calmly in unusual and/or emergency situations.

Ability to remain courteous and in control when in unusual circumstances.

Ability to develop and maintain effective working relationships with superiors, fellow employees, and the general public.

Work Environment:

Works a flexible schedule. Interruptions are continuous and require walking or driving from one place to another.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.