

# CASUAL AIRPORT OPERATIONS AIDE

**Location: New Castle, Delaware**

**Hourly Rate: \$17**

**Opening Date: February 8, 2024**

**Closing Date: Until Filled**

## **I. POSITION SUMMARY**

This position is primarily responsible for ensuring the safety and security of the Airport Operations Area and land side areas of airport property, as well as all relevant Authority interests and related properties managed by the Airport Division in accordance with Authority policies, rules and regulations, and all local, state, and federal guidelines. The Casual Airport Operations Aide may be required to work shift schedules as assigned. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist Airport Operations Coordinators or managers with required inspections of airport systems, and a focus on land side responsibilities for the Wilmington Airport.
- Operates an Authority vehicle in and around the Airport Operations Area and land side areas to perform daily inspections.
- Interacts with airport administration, maintenance and airport customers to ensure compliance with airport policies and procedures and provides enhanced customer service.

## **III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles.
- Proficiency with personal computers and standard business applications

## **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma, or equivalent related experience

## **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid Driver's License

## **VI. ADDITIONAL REQUIREMENTS**

- Applicants will be subject to a background check and drug test.

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**

