



# FY 2025-26 Classification Maintenance Studies

# Acknowledgement:

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# **FY 2025-26 CLASSIFICATION MAINTENANCE STUDIES**

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**RECOMMENDED ACTIONS**

7. Effective February 6, 2026, approve revised classification specifications for all classes in the Airport Operations Management Series; and adjust pay grade for Airport Deputy Director (Title Code 8158MA).
8. Effective February 6, 2026, approve revised classification specifications and adjust pay grades for Airport Operations Officer (Title Code 5500GE) and Airport Operations Supervisor (Title Code 5503SM); and approve new title code, title description, classification specification, and set pay grade for Airport Operations Trainee (Title Code 5499GE).
9. Effective February 6, 2026, approve revised class specifications and adjust pay grades for Waste Inspector Trainee (Title Code 8391GE), Waste Inspector (Title Code 8390GE), and Supervising Waste Inspector (Title Code 8389SM).



## **BACKGROUND INFORMATION:**

With Board approval of the current Memoranda of Understanding between the Orange County Employees Association (OCEA), Orange County Management Association (OCMA), and the County of Orange (County), along with requests by County departments, Human Resource Services (HRS) conducted multiple classification maintenance studies. Included for Board consideration and approval are a variety of recommendations impacting the pay ranges, title codes, title descriptions, and/or class specifications for the Airport Operations series, Airport Management series, and Waste Inspector series.

The goal of the maintenance studies was to update the classification specifications, review the organizational structure of the occupational series, and evaluate the current salaries in relation to comparable public employer organizations. The maintenance study ensures that the job descriptions, working conditions, and minimum qualifications are accurate, and compensation is fair and competitive.

### **Maintenance Study Process**

The maintenance study process involves analysis to identify the need to create, modify, or delete classifications, update or create job duties described in classification specifications, identify necessary changes to minimum qualifications, and delineate the physical, environmental, and mental characteristics of a classification. HRS reviews comparable classification specifications from local jurisdictions and collaborates with department management, subject matter experts, and labor organizations to review and update existing classification specifications. Changes to classification specifications ensure that: the duties and levels of responsibility are current; the classification occupational series have the appropriate structure to meet departmental workload demands in an efficient manner; and minimum qualifications are at an appropriate level to attract candidates with the necessary skills, knowledge, and abilities to perform the expected duties.

The market salary study and analysis consist of identifying comparators from surrounding public agencies to determine if current salaries are consistent with market salary averages. If it is determined that the minimum salary of a proposed pay grade is below the average within the market or is below the previously advertised minimum salary for the classification, an advanced recruiting step may be requested. HRS analyzes data from previous recruitments and internal employee separation reports and reviews current staffing levels to determine if current salaries affect employee recruitment and retention.

In addition to identifying comparable salaries, comparators' current labor agreements are reviewed to identify and consider additional premium pay, allowances, and future negotiated salary adjustments offered by comparators.

### **Airport Operations Series**

Positions in this series coordinate the daily airside and landside operations activities of John Wayne Airport (JWA). Responsibilities include coordinating the provision of security, law enforcement, and firefighting services performed under contract; monitoring and coordinating the activities of air carriers, airport lessees, and concessionaires for compliance with contract agreements; adhering to local and federal agencies laws and regulations; and monitoring and coordinating the activities of ground transportation providers for compliance with permit agreements.

HRS conducted a market salary survey and determined that the Airport Operations Officer classification is 22.09% above the market average. The following table displays a comparison of salaries from surrounding organizations for the classification equivalent to the Airport Operations Officer (journey-level):

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
Port of Oakland	Airport Operations Specialist II	\$ 10,683
San Jose International Airport	Airport Operations Specialist III	\$ 9,506
Ontario International Airport Authority	Operations Safety Coordinator	\$ 7,691
Hollywood Burbank Airport	Operations Support Specialist	\$ 5,649
Sacramento International Airport	Airport Operations Worker	\$ 5,189
	<b>Average Monthly Maximum</b>	<b>\$ 7,743</b>
<b>County of Orange</b>	<b>Airport Operations Officer</b>	<b>\$ 9,939</b>
	<b>Variance Above Market Average</b>	<b>22.09%</b>

Based on the external market, internal equity analysis, and assessment of the existing classification structure, HRS recommends revising the classification specifications and adjusting the pay grades for the Airport Operations Officer and Airport Operations Supervisor and approving the creation of the Airport Operations Trainee classification and set the pay grade as follows:



Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
N/A			5499GE	Airport Operations Trainee	C-32 \$6,013 - \$8,107
5500GE	Airport Operations Officer	A5-64 \$7,381 - \$9,939	5500GE	Airport Operations Officer	C-40 \$7,471 - \$10,071
5503SM	Airport Operations Supervisor	A5-68 \$8,245 - \$11,083	5503SM	Airport Operations Supervisor	C-44 \$8,329 - \$11,225

Based on the market findings and assessment of the internal salaries, the current compensation for the series is competitive with the external market. However, HRS Class & Compensation recommends transitioning the series from the A5-schedule to the C-schedule, consistent with the agreement with OCEA. HRS also recommends adding an entry level classification to the series, Airport Operations Trainee, which will address the department's concerns of attracting and attaining qualified recent college graduates and creating a clearly defined career pathway for this occupational series. The Airport Operations Trainee will receive on-the-job training in the techniques and methods of the daily airside and landside operational activities of the airport. This classification will not hold permanent status and upon successful completion of the probationary period the incumbent will be prompted to Airport Operations Officer.

The following table provides a position summary following approval of the proposed changes:

Currently Budgeted		Proposed	
Position Count	Title Description	Position Count	Title Description
		0	Airport Operations Trainee
12	Airport Operations Officer	12	Airport Operations Officer
5	Airport Operations Supervisor	5	Airport Operations Supervisor
<b>17</b>	<b>Total</b>	<b>17</b>	<b>Total</b>

If all positions currently filled, JWA will absorb the approximate \$35,778 annual cost of implementing the proposed changes as follows:

<b>Classification Title</b>	<b>Approximate Annual Cost</b>	<b>Funding Source</b>	<b>Approximate Net County Cost</b>
Airport Operations Officer	\$23,853	100% Other	\$0
Airport Operations Supervisor	\$11,925	100% Other	\$0
<b>Total</b>	<b>\$35,778</b>	<b>Total</b>	<b>\$0</b>

### **Airport Management Series**

Positions in this series are assigned to JWA. These classifications are responsible for the operational management, safety and regulatory compliance of various functional areas, including airside, landside, terminal, commercial ground transportation, tenant relations, and access planning and noise monitoring, airport planning, environmental, and general aviation and management

HRS conducted a market salary survey and determined that the advertised maximum for the Airport Deputy Director classification is 8.13% below the market average. The following table displays a comparison of salaries from surrounding organizations for classifications equivalent to Airport Deputy Director:

<b>Organization</b>	<b>Title Description</b>	<b>Max Monthly Pay</b>
San Jose International Airport	Deputy Director (Unclassified)	\$21,729
Ontario International Airport Authority	Director of Operations	\$17,240
Sacramento International Airport	Deputy Director, Airport Operations and Maintenance	\$17,009
Hollywood Burbank Airport	Director, Operations	\$14,250
	<b>Average Monthly Maximum</b>	<b>\$17,557</b>
<b>County of Orange</b>	<b>Airport Deputy Director</b>	<b>\$16,236</b>
	<b>Variance Below Market Average</b>	<b>8.13%</b>

Based on the external market, internal equity analysis, and an assessment of the existing classification structure, HRS recommends revising the class specifications for the Airport Management Series and adjusting the pay grade for the Airport Deputy Director as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
8157MA	Airport Manager, Senior	M-5 \$10,657 - \$14,761	No Change		
8158MA	Airport Deputy Director	M-6 \$11,723 - \$16,236	8158MA	Airport Deputy Director	M-7 \$12,896- \$17,859

The following table provides a position summary following approval of the proposed changes:

Currently Budgeted		Proposed	
Position Count	Title Description	Position Count	Title Description
7	Airport Manager, Senior	7	Airport Manager, Senior
3	Airport Deputy Director	3	Airport Deputy Director
<b>10</b>	<b>Total</b>	<b>10</b>	<b>Total</b>

If all positions filled, JWA will absorb the approximate \$81,675 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Airport Manager, Senior	\$0	100% Other	\$0
Airport Deputy Director	\$81,675	100% Other	\$0
<b>Total</b>	<b>\$81,675</b>	<b>Total</b>	<b>\$0</b>

### **Waste Inspector Series**

Positions in this series are responsible for inspecting and/or regulating materials entering OC Waste & Recycling (OCWR) facilities to ensure compliance with Federal, State and County laws, policies, and procedures, inspecting refuse entering County landfill sites, identifying unacceptable or hazardous waste materials and ensuring proper removal, and educating the public on hazardous waste materials.

HRS conducted a market salary survey to assess the market average for the Waste Inspector classification series. The survey did not yield substantial comparable classifications among identified comparator agencies. This outcome is primarily due to

differences in classification structure, as many comparator agencies utilize broader waste or materials management classifications in which inspection duties represent only a portion of overall responsibilities. In contrast, the OCWR Waste Inspector series is dedicated specifically to refuse inspection functions, limiting the availability of directly comparable market data.

Due to the lack of sufficient and available market information, HRS recommends revising the classification specifications and adjusting the pay grade of the Waste Inspector classification series as follows:

Current			Proposed		
Title Code	Title Description	Pay Grade & Monthly Range	Title Code	Title Description	Pay Grade & Monthly Range
8391GE	Waste Inspector Trainee	A2-40 \$3,784 \$5,034	8391GE	Waste Inspector Trainee	C-15 \$3,789 - \$5,110
8390GE	Waste Inspector	A2-45 \$4,269 \$5,732	8390GE	Waste Inspector	C-20 \$4,345 \$5,852
8389SM	Supervising Waste Inspector	A2-49 \$4,779 - \$6,401	8389SM	Supervising Waste Inspector	C-24 \$4,843 - \$6,524

The following table provides a position summary following approval of the proposed changes:

Currently Budgeted		Proposed	
Position Count	Title Description	Position Count	Title Description
0	Waste Inspector Trainee	0	Waste Inspector Trainee
14	Waste Inspector	14	Waste Inspector
3	Supervising Waste Inspector	3	Supervising Waste Inspector
<b>17</b>	<b>Total</b>	<b>17</b>	<b>Total</b>

If all positions are filled, OCWR will absorb the approximate \$40,339 annual cost of implementing the proposed changes as follows:

Classification Title	Approximate Annual Cost	Funding Source	Approximate Net County Cost
Waste Inspector Trainee	\$0	100% Other	\$0
Waste Inspector	\$34,147	100% Other	\$0
Supervising Waste Inspector	\$6,192	100% Other	\$0
<b>Total</b>	<b>\$40,339</b>	<b>Total</b>	<b>\$0</b>



## **AIRPORT OPERATIONS TRAINEE**

Bargaining Unit: GE General

Class Code:  
5499GE

COUNTY OF ORANGE

Established Date: February 6,  
2026

### **DEFINITION:**

Positions in this class, under direct supervision, receive training in coordinating the daily airside and landside operations activities of John Wayne Airport, a medium hub commercial airport.

### **The Airport Operations series includes the following:**

Airport Operations Trainee (5499GE)

Airport Operations Officer (5500GE)

Airport Operations Supervisor (5503SM)

### **CLASS CHARACTERISTICS:**

The Airport Operations Trainee is an entry level class which receives on-the-job training in the techniques and methods of the daily airside and landside operational activities of the airport. Positions in this class are assigned to cover designated shifts, including evenings, weekends and holidays. Incumbents are expected to exercise considerable initiative and judgement in resolving problems, and in handling emergencies or other incidents in the absence of airport management. Over the course of the training period, they would be expected to increase in their level of responsibility and independence such that the employee will be ready to assume the role of Airport Operations Officer at the end of the probationary period. There is no permanent status in this class. Airport Operations Trainees who pass a fifty-two (52) week probation period, will be promoted to Airport Operations Officer. Individuals who are not successful in completing their probation period are subject to termination.

Roles include a combination of Airside, Landside, ID/Access Control, and emergency response. This includes monitoring and coordination with Federal Aviation Administration (FAA), Transportation and Security (TSA), Customs and Border Protection (CBP), law enforcement, private security, Airport Rescue and Firefighting, air carriers, general aviation, Fixed Base Operators (FBO), tenants, concessionaires, ground transportation, construction and other contractors/ stakeholders. Ensure compliance with Federal/State regulations, County Ordinances, Airport Rules and Regulations, leases, contracts, and permits.

### **EXAMPLES OF DUTIES:**

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Receives on-the-job training in daily landside and airside airport operational activities with various individuals, organizations, FBOs, and concessionaires using airport facilities to ensure safety, security, and conformance with Federal and State regulatory agencies' rules and regulations, and airport policies and procedures. Provides direction and assistance to patrons, passengers, and resolves problems and/or disputes in a courteous, professional, and knowledgeable manner.
2. Assists with inspections of airport lighting, taxiways, runways and aprons for unsafe conditions; reports hazardous or substantial maintenance/ construction problems. Removes foreign object debris, including wildlife from air operations areas and roadways; and conducts wildlife management operations. Drafts Notices to Airmen (NOTAMs); Drafts Emergency Notification System Notices; contacts FBOs and tenant air carriers to coordinate operations when affected by maintenance and/or construction activities, airfield emergencies, or other situations that would alter operations.
3. Assists with inspections of parking lot operations; intercedes and resolves disputes between parking lot concessionaires and patrons; reports and records any malfunction of equipment; assists passengers in solving travel related problems. Assist with the enforcement of airport rules and regulations pertaining to ground transportation providers. Interfaces with commercial ground transportation regulatory agencies and monitors the Automated Vehicle Identification system.
4. Learns to monitor the daily operations of air carriers, general aviation operators, ground transportation, airport concessionaires and lessees of airport facilities or spaces and records activities that violate conditions of leases or contract agreements, applicable State Codes, federal and airport rules, regulations, security and safety practices. Learns to identify suspected violators and gathers information by conducting inspections of facilities; reports, or issues admonishments for, violations of ordinances, FAA/TSA regulations, unauthorized commercial air carrier and ground transportation activities, building construction, sign installation, and other irregular activities or conditions. Learns and assists with gate management.
5. Assists with monitoring individual and vehicle access within the airport operating area (AOA) and airport security perimeter (SIDA); coordinates appropriate actions of airport security violations with the Sheriff's Airport Bureau.
6. Assists with on-the-scene coordination for specialized aviation activities, emergency incident response, VIP arrivals and departures, filming and other special events; escorts public officials and others touring or inspecting airport operational areas.
7. Learns to maintain records and files of airport operational tasks; conducts surveys, gathers data, writes reports on operational matters as directed; may conduct special studies and prepare reports of findings.
8. Assists with providing direction for the day-to-day activities of the support staff assigned to Tiedown and/or Access Control functions. Conducts Access, Security, and Airport Driving Permit training.

9. Provides support to Emergency Operations Center or Incident Command Post in the event of an emergency. Participates in Emergency response exercises/drills.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Airport airside and landside operations, aviation phonetic alphabet, aviation terminology, facilities, safety, access, and security procedures
- Federal, State, and local laws, regulations, ordinances, and policies and procedures relating to airside and landside airport operations, in particular Federal Air Regulations (FAR), Transportation Security Regulations and pertinent Advisory Circulars
- Resources available to mitigate emergency and other incident situations, National Incident Management System (NIMS)
- Principles and practices of effective and persuasive communication to elicit cooperation and/or present explanatory or interpretive information

### **Ability to**

- Read, understand, interpret, and apply complex policies, rules, and regulations pertaining to airport operations
- In an emergency situation, make accurate assessments and determine the most effective methods to alleviate the situation; take appropriate action; provide direction; assist in mitigation of crisis; interact calmly and effectively with victims, family members and staff from multiple companies and agencies; assist in carrying or moving injured victims, and positioning emergency equipment and supplies
- Work under direct supervision to make decisions within established guidelines and policies
- Use good judgment to accurately assess issues and determine the most effective and efficient manner to resolve day-to-day operational problems
- Learn to communicate and interact effectively with personnel at all levels within and outside the organization including during crisis, emergency response, and rule enforcement situations. Learn to adjust communication tone, content, and style to be appropriate to the situation and audience
- Provide clear and concise instructions to others in order to ensure compliance with regulations, and policies and procedures
- Learn to coordinate activities and maintain cooperative working relationships between airline personnel, other employees and organizations and the public. Resolve disputes arising between airport concessionaires, patrons, and others
- Learn to perform airfield and terminal inspections; make detailed observations; and complete related reports and records. Identify problems and provide adequate information, including alternative

solutions, regarding problematic situations to supervisory/management staff

- Write reports, using correct spelling, punctuation, and grammar, which include concise descriptions of problem, data analysis, and recommendations
- Perform basic arithmetic operations, prepare and interpret tables and graphs, and record numbers completely and accurately
- Understand and follow written and oral instructions. Communicate effectively to understand stakeholder needs, explain rules and regulations, and investigate incidents
- Operate various types of telephone, radio, and computer equipment with associated software applications such as Windows, Word, Excel, Power Point, Access, and Outlook. Learn and apply various systems for emergency notification, gate management, ID/Access Control, and other operational applications

### ***Education and Experience***

Possession of a Bachelor's Degree in Aviation Management, or a closely related program from an accredited college/university.

Applicants may apply if within six (6) months of completing their academic program to meet the educational requirements listed above. An official letter of anticipated graduation/transcript from the college/university is required at the time of application. Applicants will be required to provide proof of completing their education at the time of appointment.

### ***License/Certification***

Possession of a valid California Class C or higher Driver License by date of appointment.

### **Airport Access Requirements**

Employees must clear background check, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) check and Security Threat Assessment (STA) check. Possession of, or ability to obtain, a valid Airport Access Badge with an Airport Driving Endorsement within ten (10) days of employment. Airport Access Badge with driving endorsement must be maintained.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Body mobility and agility to move quickly, crawl, stoop, and bend; strength to lift and carry heavy objects, such as human bodies and emergency equipment and supplies, and to push or pull heavy stationary objects short distances with or without assistance when responding to emergency situations, and occasionally lift and/or carry 25 pounds, occasionally push/pull up to 50 pounds, stamina to stand, with little movement for prolonged periods of time (2 hours or more); tolerance to work around jet aircraft noise and potentially irritating chemicals or biological agents; see well enough to drive motor vehicles, to read fine print, and to identify and distinguish between colors; speak and hear well enough to communicate clearly and effectively, in person, to groups of



people, over the telephone and two-way radio; manual dexterity to hand write and key items into a computer, and to operate various types of communication and video equipment.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, emergencies, and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotionally charged interactions and in emergency situations.

### ***Environmental and Working Conditions***

Will be required to work inside various airport structures, and work outdoors amid loud noise and fumes in all weather conditions.



COUNTY OF ORANGE  
Established Date: December  
14, 1976  
Revision Date: February 6,  
2026

## AIRPORT OPERATIONS OFFICER

Bargaining Unit: GE General

Class Code:  
5500GE

### DEFINITION:

Under general supervision, positions in this class coordinate the daily airside and landside operations activities of John Wayne Airport, a medium hub commercial airport.

### The Airport Operations series includes the following:

Airport Operations Trainee (5499GE)  
Airport Operations Officer (5500GE)  
Airport Operations Supervisor (5503SM)

### CLASS CHARACTERISTICS:

This journey level class works independently to coordinate the daily airside and landside operational activities of the airport. Positions in this class are assigned to cover designated shifts, including evenings, weekends and holidays. Incumbents are expected to exercise considerable initiative and judgement in resolving problems, and in handling emergencies or other incidents in the absence of airport management.

Roles include a combination of Airside, Landside, ID/Access Control, and emergency response. This includes monitoring and coordination with Federal Aviation Administration (FAA), Transportation and Security (TSA), Customs and Border Protection (CBP), law enforcement, private security, Airport Rescue and Firefighting, air carriers, general aviation, Fixed Base Operators (FBO), tenants, concessionaires, ground transportation, construction and other contractors/ stakeholders. Ensure compliance with Federal/State regulations, County Ordinances, Airport Rules and Regulations, leases, contracts, and permits.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Monitors and coordinates daily landside and airside airport operational activities with various individuals, organizations, FBOs, and concessionaires using airport facilities to ensure safety, security, and conformance with Federal and State regulatory agencies' rules and regulations, and airport policies and procedures. Provides direction and assistance to patrons, passengers, and resolves problems and/or disputes in a courteous, professional, and knowledgeable manner. Identify and report safety issues through the Safety Management System (SMS).
2. Provides initial response and actively participates in airport emergencies and other incidents, including matters involving ARFF and security; assesses the severity of the incident and coordinates the implementation of appropriate response/actions; assists in the care and protection of injured victims and their families and friends. Acts as the airport's incident commander until relieved by higher authority, and may be required to make decisions having a major impact on the operation of the airport such as opening and closing the runways or evacuation of the airport's facilities.
3. Conducts inspections of airport lighting, taxiways, runways and aprons for unsafe conditions; reports hazardous or substantial maintenance/ construction problems. Removes foreign object debris from air operations areas and roadways; and conducts wildlife management operations. Manage Gates. Issues Notices to Airmen (NOTAMs); issues Emergency Notification System Notices; contacts FBOs and tenant air carriers to coordinate operations when affected by maintenance and/or construction activities, airfield emergencies, or other situations that would alter operations.
4. Conducts inspections of parking lot operations; intercedes and resolves disputes between parking lot concessionaires and patrons; reports and records any malfunction of equipment; assists passengers in solving travel related problems. Enforces the provision of airport rules and regulations pertaining to ground transportation providers. Interfaces with commercial ground transportation regulatory agencies and monitors the Automated Vehicle Identification system.
5. Monitors the daily operations of air carriers, general aviation operators, ground transportation, airport concessionaires and lessees of airport facilities or spaces and records activities that violate conditions of leases or contract agreements, applicable State Codes, federal and airport rules, regulations, security and safety practices. Identify suspected violators and gathers information by conducting inspections of facilities; reports, or issues admonishments for, violations of ordinances, FAA/TSA regulations, unauthorized commercial air carrier and ground transportation activities, building construction, sign installation, and other irregular activities or conditions.
6. Provides on-field assistance and liaison with private pilot community; directs pilots to servicing or parking spaces; explains airport rules and regulations; notifies pilots of engine noise problems and distributes noise abatement program information. On request from the FAA or other appropriate authority, locates pilots or aircraft after landing and notifies of infractions of regulations or safety procedures; conducts "field checks" requested by control tower for "missing" aircraft; notifies FBOs of wind warnings as requested.
7. Monitors individual and vehicle access within the airport operating area (AOA) and airport security perimeter; coordinates appropriate actions of airport security violations with the Sheriff's Airport Police Services.
8. Provides on-the-scene coordination with appropriate stakeholders for specialized aviation activities, emergency incident response, and VIP arrivals and departures, filming and other special events; escorts public officials and others touring or inspecting airport operational areas.

9. Maintains records, and files of airport operational tasks; updates daily activity logs; conducts surveys, gathers data, writes reports on operational matters as directed; may conduct special studies and prepare reports of findings.
10. Provides lead direction and support to less experienced Airport Operations Trainees and Airport Operations Officers in overseeing airside and/or landside operations on an assigned shift; serves as a resource in resolving difficult problems; trains others and provides input to performance evaluations.
11. May represent airport management on committees and at a variety of meetings; may act in the absence of airport management; may be assigned to administrative tasks such as drafting or revising airport rules and regulations, policies and procedures, contribute to revisions of emergency plan sections, certification manual sections, and/or security plan sections, liaison with procurement/budget, and training programs.

## **MINIMUM QUALIFICATIONS:**

### **Thorough Knowledge of**

- Airport airside and landside operations, aviation phonetic alphabet, aviation terminology, facilities, safety, access, and security procedures
- Federal, State, and local laws, regulations, ordinances, and policies and procedures relating to airside and landside airport operations. In particular Federal Air Regulations (FAR), Transportation Security Regulations and pertinent Advisory Circulars
- Resources available to mitigate emergency and other incident situations, National Incident Management System (NIMS)
- Principles and practices of effective and persuasive communication to elicit cooperation and/or present explanatory or interpretive information

### **Ability to**

- Read, understand, interpret, and apply complex policies, rules, and regulations pertaining to airport operations
- In an emergency situation, make accurate assessments and determine the most effective methods to alleviate the situation; take appropriate action; provide direction; assist in mitigation of crisis; interact calmly and effectively with victims, family members and staff from multiple companies and agencies; assist in carrying or moving injured victims, and positioning emergency equipment and supplies
- Work independently and make decisions within established guidelines and policies
- Use good judgment to accurately assess issues and determine the most effective and efficient manner to resolve day-to-day operational problems and during crisis situations/emergencies
- Communicate and interact effectively and appropriately with personnel at all levels within and outside the organization including during crisis, emergency response, and rule enforcement situations. Adjust communication tone, content, and style to be appropriate to the situation and audience

- Provide clear and concise instructions to others in order to ensure compliance with regulations, and policies and procedures
- Coordinate activities and maintain cooperative working relationships between airline personnel, other employees and organizations and the public. Resolve disputes arising between airport concessionaires, patrons, and others
- Perform airfield and terminal inspections; make detailed observations; and complete related reports and records. Identify problems and provide adequate information, including alternative solutions, regarding problematic situations to supervisory/management staff
- Write reports, using correct spelling, punctuation, and grammar, which include concise descriptions of problem, data analysis, and recommendations using appropriate tone and language to effectively communicate to combination of technical and non-technical audiences
- Perform basic arithmetic operations, prepare and interpret tables and graphs, and record numbers completely and accurately
- Understand and follow written and oral instructions. Communicate effectively to understand stakeholder needs, explain rules and regulations, and investigate incidents
- Operate various types of telephone, radio, and computer equipment with associated software such as MS Office
- Learn and apply various systems for emergency notification, gate management, ID/Access Control, and other operational applications

### ***Education and Experience***

One (1) year of experience as an Airport Operations Trainee with the County of Orange.

*Or*

Two (2) years of full-time experience in an equivalent operations officer position at a comparable airport.

*Or*

Three (3) years of experience at a Part 139 certificated commercial service airport performing airport operations or airport management duties. Experience at a non-commercial (military, cargo, or general aviation) airport may be considered qualifying as long as the experience is comparable to work performed at a commercial service airport.

Education that can be directly related to the knowledge and ability requirements, such as possession of a Bachelor's Degree in Aviation Management, or a closely related program from an accredited university, may be substituted for up to one (1) year of the required experience at the rate of three semester units (or equivalent) of job-related education for one month of experience.

## ***License/Certification***

Possession of a valid California Class C or higher Driver License by date of appointment.

## **Airport Access Requirements**

Employees must clear background check, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) check and Security Threat Assessment (STA) check. Possession of, or ability to obtain, a valid Airport Access Badge with an Airport Driving Endorsement within ten (10) days of employment. Airport Access Badge with Airport Driving Endorsement must be maintained.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Body mobility and agility to move quickly, crawl, stoop, and bend; strength to lift and carry heavy objects, such as human bodies and emergency equipment and supplies, and to push or pull heavy stationary objects short distances with or without assistance when responding to emergency situations, and occasionally lift and/or carry 25 pounds; occasionally push/pull up to 50 pounds; stamina to stand with little movement for prolonged periods of time (2 hours or more); tolerance to work around jet aircraft noise and potentially irritating chemicals or biological agents; see well enough to drive motor vehicles, to read fine print, and to identify and distinguish between colors; speak and hear well enough to communicate clearly and effectively, in person, to groups of people, over the telephone and two-way radio; manual dexterity to hand write and key items into a computer, and to operate various types of communication and video equipment.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotionally charged interactions and emergency situations.

### ***Environmental and Working Conditions***

Will be required to work inside various airport structures, and work outdoors amid loud noise and fumes in all weather conditions.



## AIRPORT OPERATIONS SUPERVISOR

Bargaining Unit: SM Supervisor Management

Class Code:  
5503SM

COUNTY OF ORANGE  
Established Date: December  
19, 1986  
Revision Date: February 6,  
2026

### DEFINITION:

Under direction, positions in this class plan, organize, supervise and evaluate airside and landside activities of the Operations Division of the Airport.

### The Airport Operations series includes the following:

Airport Operations Trainee (5499GE)  
Airport Operations Officer (5500GE)  
Airport Operations Supervisor (5503SM)

### CLASS CHARACTERISTICS:

This class is the supervisory level classification in the Airport Operations occupational series. Positions in this class oversee airside and landside operations activities through subordinate Operations staff assigned to multiple shifts covering seven days per week. The incumbents provide general administrative support to Operations management staff and regularly act for airport management in their absence.

Roles include a combination of Airside, Landside, ID/Access Control, and emergency response. This includes supervision, monitoring and coordination with Federal Aviation Administration (FAA), Transportation and Security (TSA), Customs and Border Protection (CBP), law enforcement, private security, Airport Rescue and Firefighting, air carriers, general aviation, Fixed Base Operators (FBO), tenants, concessionaires, ground transportation, construction and other contractors/stakeholders. Ensure compliance with Federal/State regulations, County Ordinances, Airport Rules and Regulations, leases, contracts, and permits.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Must be able to perform all of the duties of the Airport Operations Officer and fill in on assigned shifts as needed.
2. Plans and organizes the work of the unit; develops, revises, and implements airport security and emergency plans and operational policies and procedures for compliance with federal, state and local rules and regulations; assists in the development of criteria for airport leases, concessions and permits.
3. Supervises, trains, and evaluates subordinate Airport Operations Officers and other division staff in the monitoring and coordinating of landside and airfield operations; ID/Access Control; serves as a resource in resolving difficult problems.
4. Coordinates response to airport emergencies and other incidents, including firefighting, rescue and security functions performed under contract; assesses the severity of the emergency and determines and implements appropriate actions; establishes a command center and acts for airport management in their absence; makes decisions having a major impact on the operation of the airport such as opening and closing the runways or evacuation of the terminal. Assists planning and participation in emergency/security exercises.
5. Maintains communication with air carriers and various airport tenants and other airport users; maintains liaison with the Sheriff's Airport Police Services, ARFF, TSA, Transportation Security Operations Center, CBP, and FAA Divisions, including Air Traffic Control, Flight Standards, Flight Service and Airport Certification.
6. Conducts special studies and surveys, formulates recommendations for presentation to management; assists with the preparation of the section budget; provides general administrative support for Operations' Division management staff; prepares reports and correspondence and maintains a variety of records and statistical data.
7. Coordinates/provides guidance to contractors, project managers and tenants regarding operational impact of construction projects. Report progress and conditions and impacts to management, develop solutions to mitigate impacts. Ensures communication and compliance with FAA/TSA and other applicable regulations. Ensures reporting of safety issues through SMS.
8. Represents airport management on committees and at a variety of meetings; acts for management in their absence. Keeps management appropriately informed, escalates issues to management as appropriate.
9. Develops and supervises an inspection program of the air operations area and other airport premises, business activities of lessees, subtenants, concessionaires, licensees, permittees, and other users of airport land, property and facilities, to enforce compliance with terms and conditions of airport leases, operating agreements, use contracts, FAA and airport safety rules and regulations and applicable codes, ordinances and laws.

#### **MINIMUM QUALIFICATIONS:**

##### **Thorough Knowledge of**

- Federal, State, and local laws, regulations, ordinances, and policies and procedures relating to airside, landside and ID/Access Control airport operations



- Resources available to mitigate emergency and other incident situations. National Incident Management System (NIMS)
- Airport airside and landside operations and procedures, air carrier operations, general aviation and FAA regulations regarding airport certification, safety and security, such as applicable Federal Air Regulations (FAR), and pertinent Advisory Circulars
- NOTAMS and related emergency notification protocols
- Specifications/operational capabilities of commercial and general aviation aircraft in general use and the ability to apply this knowledge to the resolution of aircraft ground movement issues

### **General Knowledge of**

- Principles, practices, and techniques of supervision related to the training, supervision, and evaluation of subordinate staff

### **Ability to**

- Establish and maintain cooperative relationships with airport users, tenants, and the public on matters requiring persuasiveness, tact, and diplomacy
- Communicate effectively, both orally and in writing
- Read, understand, effectively interpret, and apply complex policies, rules, and regulations pertaining to airport operations, safety, and security
- Coordinate the response to airport emergencies and other incidents; make accurate assessments and quickly determine the most effective methods to alleviate the situation; take appropriate action; provide direction; and assist in mitigation of crisis
- Organize, plan and review the work of others, including scheduling assignments to meet seven-day, multiple shift needs
- Work independently and make decisions within established guidelines and policies. Use good judgment to accurately assess issues and determine the most effective and efficient manner to resolve day-to-day operational problems
- Communicate and interact effectively with personnel at all levels within and outside the organization
- Provide clear and concise instructions to operations staff and others to ensure compliance with regulations, and policies and procedures
- Write reports, using correct spelling, punctuation, and grammar, which include concise descriptions of problem, data analysis, and recommendations, using appropriate tone and language to effectively communicate to combination of technical and non-technical audiences
- Operate various types of telephone, radio, and computer equipment with associated software applications such as Windows, Word, Excel, Power Point, Access, and Outlook. Ability to learn and

apply various system for emergency notification, gate management, ID/Access Control, and other operational applications

### ***Education and Experience***

Two (2) years of full-time experience as an Airport Operations Officer with the County of Orange.

***Or***

Three (3) years of experience in an equivalent operations officer position at a comparable airport.

***Or***

Four (4) years of experience at a Part 139 certificated commercial service airport performing airport operations or airport management duties.

### ***License/Certification***

Possession of a valid California Class C or higher Driver License by date of appointment.

### **Airport Access Requirements**

Employees must clear background check, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) check and Security Threat Assessment (STA) check. Possession of, or ability to obtain, a valid Airport Access Badge with an Airport Driving Endorsement within ten (10) days of employment. Airport Access Badge with Driving Endorsement must be maintained.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Body mobility and agility to move quickly, crawl, stoop, and bend; strength to lift and carry heavy objects, such as human bodies and emergency equipment and supplies, and to push or pull heavy stationary objects short distances with or without assistance when responding to emergency situations, and occasionally lift and/or carry 25 pounds; occasional pushing and pulling up to 50 pounds; stamina to stand, with little movement for prolonged periods of time (2 hours or more); tolerance to work around jet aircraft noise and potentially irritating chemicals or biological agents; see well enough to drive motor vehicles, to read fine print, and to identify and distinguish between colors; speak and hear well enough to communicate clearly and effectively, in person, to groups of people, over the telephone and two-way radio; manual dexterity to hand write, key information into a computer, and to operate various types of communication and video equipment.

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotionally charged interactions and in emergency situations.

***Environmental and Working Conditions***

Will be required to work inside various airport structures, and work outdoors amid loud noise and fumes in all weather conditions.



## AIRPORT MANAGER, SENIOR

Bargaining Unit: MA Administrative Management

Class Code:  
8157MA

COUNTY OF ORANGE

Established Date: March 10,  
2023

Revision Date: February 2, 2026

### DEFINITION:

This class is the first in a two-level **Airport Operations Management Series** responsible for the operational management, safety and regulatory compliance of various functional areas, including: airside, landside, terminal, commercial ground transportation, tenant relations, and access planning and noise monitoring, airport planning, environmental, and general aviation and management.

### The Airport Operations Management series includes the following:

Airport Manager, Senior (8157MA)

Airport Deputy Director (8158MA)

### CLASS CHARACTERISTICS:

Incumbents oversee multiple highly complex airport operational functions providing first-level (direct) supervision to multiple management level employees, indirect supervision to additional management and/or non-management level employees, and have responsibility for significant budget/funding levels. Decision-making includes establishing work unit objectives and goals, exercising considerable discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the work units supervised as well with work units under the direction of others.

An incumbent oversees the supervision of management and non-management staff, as well as directly supervises management staff including conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Manages assigned aviation-related operational areas such as facilities, airside/landside operations, safety, planning and development, aviation-related environmental, and access and noise; community engagement, airport construction Coordination and logistics management ; evaluates, and implements aviation-related services, programs, projects, and related operational functions; develops

work unit goals; and assists with developing broader program and department policies and procedures. Provides back-up coverage for the respective Airport Deputy Director

2. Provides operational and technical guidance and direction to staff including, but not limited to, one or more of the following areas: regulatory compliance and enforcement, system monitoring operations, emergency planning and response, Airport Access and Noise; Coordination and Logistics Management (CALM), security activities, safety efforts and contract and license compliance.
3. Ensures that work is completed safely, securely, and in compliance with applicable policies, federal, state and local laws, codes, and regulations and that team work product meets performance expectations for timeliness, quality, effectiveness, and customer service.
4. Collaborate with other Airport stakeholders in the planning and execution of projects. Provide appropriate project support to other Divisions.
5. Develops assigned program and related budgets; researches and analyzes financial data; and develops and presents recommendations for resource allocation and department purchases to higher-level management.
6. Builds, develop, and lead a team of high-performance, forward-focused, results-oriented and customer-focused individuals. Creates a team environment that empowers staff, and supports the Airport's Mission, Vision and Values.
7. Oversees the conduct of, or conducts, performance evaluations, employee development, hiring, discipline, and termination procedures, and directly supervises management, professional, paraprofessional and support staff, as assigned.
8. Hosts, facilitates, leads, and/or attends meetings, briefings, and presentations with internal departments, commissions, tenants, concessions, contractors, law enforcement, emergency services, security, traveling public, community members, and/or other applicable stakeholders.
9. Develops and maintains collaborative business relationships with internal and external stakeholders/partners, including: airlines, tenants, concessions, contractors, general aviation, law enforcement, fire, traveling public, community, and/or local cities.
10. Resolves complex issues within the level of authority, elevates issues to upper management as appropriate, and provides timely recommendations to upper management of proposed solutions to complex issues.
11. Takes a leadership role in responding to actual emergencies and or exercises and provide operational leadership at the EOC or incident command post, or airport ad hoc emergency response teams consistent with the National Incident Management System (NIMS).
12. Performs contract management, including partnering with procurement on new and renewal contracts; ensures vendors perform work per the respective contract and scope of work.
13. Prepares/oversees the preparation of, and/or presents a variety of sophisticated oral, written, visual, statistical, analytical, or technical reports, trainings, and presentations to communicate with the intended audience effectively.
14. Monitors changes in regulation, policy directives and aviation industry changes, analyze and assess impact; recommend, develop and/or implement solutions to address changes.
15. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Airport management for medium-sized hub passenger airports, general aviation operations, cargo operations, and associated airside/landside operations
- Applicable federal, state and local laws, codes, regulations (based on assignment), directives, settlement agreement, including Federal Aviation Administration (FAA), Transportation and Security Administration (TSA), pertaining to part 139 commercial airport operations, maintenance, security, safety, emergency management and Airport Access and Noise
- Techniques and methods for organizing, prioritizing, assigning, and monitoring the work of teams in an airport environment that operates 24/7
- Practices and methods of leading, coaching, and mentoring the work of others
- Business methods, principles, and practices
- Best practices, trends, and emerging technologies
- Principles and applications of critical thinking and analysis
- Principles and practices of budgeting, grant compliance, and fiscal management
- Principles and techniques of effective oral/visual presentations
- Principles and practices of effective contract management in compliance with County policy
- Strategies in conflict resolution and negotiation
- Management and Supervisory principles, practices, and techniques
- Principles in providing excellent customer service through an array of staff and partners
- Principles of project management and coordination
- Specialized equipment relevant to area of assignment
- Modern office technology and operational specific business systems and applications

### **Ability to**

- Apply industry-standard management principles and practices of airport, aviation, and ground operations

- Analyze issues and make difficult decisions promptly, within the level of authority, and/or provide recommendations to leadership, and/or appropriately involve other impacted internal and external stakeholders
- Apply modern principles and practices of budget administration and management
- Provide contract administration and compliance management
- Oversee the implementation and adherence to timelines, quality assurance, budgets, and standards
- Interpret, monitor, and report financial information and statistics
- Provide project/program management
- Review research and implementing appropriate industry trends, solutions, and best practices
- Author and oversee the preparation of original reports, content, documents, and presentations
- Develop and implement policies and procedures
- Facilitate group discussions and build consensus using persuasive reasoning
- Exercise political acumen, tact, and diplomacy, including emergencies or other sensitive situations
- Collaborate with diverse array of program stakeholders, airlines, tenants, concessions, contractors, consultants, the public and internal leadership to maintain effective business relationships, and resolve issues
- Interpret, apply, and uphold applicable laws, codes, regulations, standards (based on assignment)
- Supervise and evaluate staff performance including training, coaching, motivation techniques, coordinating deadlines, prioritizing work demands, and assigning/monitoring work performed to ensure accountability
- Create and support an organizational culture that provide excellent customer service
- Utilize a computers, relevant software applications and technology
- Utilize appropriate communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction

### ***Education and Experience***

Five (5) years of professional airport operational experience in area of assignment that includes the knowledge and application of Federal and State regulations related to the area of assignment (such as, but not limited to, FAA, TSA , FAR, CPUC regulations); must include two (2) years of lead/ supervisory experience.

A Bachelor's degree in airport management, aviation, civil engineering, safety, business administration, public administration, or related field may substitute for one (1) year of the required experience.

A Master's degree in airport management, aviation, civil engineering, safety, business administration, public administration, or related field may substitute for two (2) years of the required experience.

Relevant Certifications from Airports Council International (ACI) or the American Association of Airport Executives (AAAE) may substitute for one year of required experience. Certification examples include (CM, AAE, ACE)

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of appointment and must be maintained as a condition of employment:

- State of California Professional Engineer Registration (PE)
- Project Management Professional (PMP)
- Certified Construction Manager (CCM)
- Incumbents are required to obtain assigned National Incident Management System (NIMS) certifications within time-frame established by the County
- Possession of a valid California Driver's license, Class C or higher by date of appointment

### **Airport Access Requirements**

- The incumbent must clear and maintain a background check clearance, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) Security Threat Assessment (STA).
- Obtain and maintain valid Airport Access Badge within ten (10) days of employment, assignments may require an Escort and/or Airfield Driving Endorsement.
- For some assignments, obtain and maintain a valid Transportation Security Administration (TSA) "Secret" level security clearance within twelve (12) months of appointment.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment, airport terminal, airfield or special event/meeting locations; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive, and engage in infrequent light lifting/carrying; use a County approved means of transportation.

### ***Environmental and Working Conditions***

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions. While this position is work primarily during the day, due to the 24/7 operations of the airport, there may be the need for work on weekends, nights, or holidays and during emergencies.

Function effectively in a standard office environment.





## AIRPORT DEPUTY DIRECTOR

COUNTY OF ORANGE

Established Date: March 10,  
2023

Revision Date: February 6, 2026

Bargaining Unit: MA Administrative Management

Class Code:  
8158MA

### DEFINITION:

This class is the second in a two-level **Airport Operations Management Series** responsible for managing a portfolio of critical airport operations such as facilities, engineering, commercial and revenue development, security, airside and landside operations, safety, access and noise, guest experience, community engagement, ground transportation, parking and shuttle operations, tenant and stakeholder relations, and firefighting.

### The Airport Operations Management series includes the following:

Airport Manager, Senior (8157MA)

Airport Deputy Director (8158MA)

### CLASS CHARACTERISTICS:

An incumbent serves as a second-level or higher supervisor for airport operational functions and has significant accountability and responsibilities, including making broad policy decisions and recommendations to the department head or County executive team. Work includes making interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant executives and governing body subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed. An incumbent typically reports to the Assistant Airport Director or Airport Director.

An incumbent oversees the supervision of management and non-management staff, as well as directly supervises management staff including conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Provides strategic leadership, management and operational oversight and direction included, but not limited to, one or more of the following areas: commercial and revenue development/planning,

airside/landside operations, aviation safety and security, revenue generation, leasing, licensing, access and noise, community and public engagement, regulatory compliance and enforcement, contract management, and stakeholder/customer relationships.

2. Ensures regulatory compliance (safety, security, lease, and noise) within scope of assigned division through the oversight of the preparation/maintenance of plans (e.g. Airport Certification Manual, Airport Emergency Plans, Airport Security Plan, Safety Management Systems, Airport Access Plan, etc.), Ensures preparation for and proactive leadership for addressing daily/annual audits and inspections, and ensuring any corrective action is addressed promptly.
3. Collaborates with County Staff and other airport stakeholders/partners to ensure that work is completed safely, securely, and in compliance with applicable policies, federal, state and local laws, codes, regulations, settlement agreement, and lease terms.
4. Develops, prepares and administers assigned programmatic and department budgets; reviews and approves budget, purchase, and related operational and financial requests; and makes budget-related recommendations to Board members, the County Executive, and other higher-level management staff.
5. Coordinates the planning, evaluation, and implementation of services, programs, projects, and related operations; and develops, recommends, approves, and implements department policies and procedures to higher-level staff.
6. Leverages data analytics, KPIs, dashboards, and market intelligence sources to track performance, forecast industry and organizational trends, ensure regulatory compliance, support increased aeronautical/non-aeronautical revenue generation, inform senior leaders of impacts, and propose and develop solutions.
7. Plans and evaluates short- and long-term system-wide procedures, policies, strategies, and goals; maintains, updates, and ensures procedural compliance for assigned airport programs and projects; plans and implements process improvements; and resolves complex, escalated work unit issues.
8. Creates and maintains an organizational culture that fosters improvements in excellence in customer and tenant services, improves the Airport's efficiency, operational effectiveness, guest experience, safety, revenue generation, and maintenance of systems, infrastructure, and resources to meet both current and future needs.
9. Represents the Airport as a leader by persuasively communicating and supporting the County's/Airport's mission, vision and values.
10. Convenes, facilitates and/or attends meetings, briefings, and presentations with the internal departments, commissions, neighboring communities, boards, tenants, concessions, tenants, vendors, contractors, law enforcement, emergency services, security, and/or other applicable stakeholders.
11. Presents technical information and concepts clearly, convincingly, and effectively, both orally and in writing, in an audience-appropriate manner.
12. Oversees the conduct of, or conducts, performance evaluations, employee development, coaching, training, hiring, discipline, and termination procedures as well as directly supervises management, and staff, as assigned.
13. Oversees commercial and revenue development, real estate, concessions, rental cars, ground transportation, parking, air service development, marketing and communications, tenant engagement,

contract and lease management/enforcement, negotiation, and/or aero and non-aeronautical revenue generation to optimize airport revenue and enhance guest experience.

14. Collaborates with procurement, ensures the appropriate negotiation and contracting for commodities, services, concessions, leases, and licenses. Ensures that contracts and agreements are issued or renewed promptly, including development of scopes of work, participation in/oversight of the development/assessment of RFPs and RFQs, contract negotiation, and contract management to ensure vendor/tenant/licensee contract compliance. Oversees the preparation of Agenda Staff Reports for contracts requiring Board of Supervisors approval.
15. Oversees the Airport's engagement with the flying public and the broader community, through the management of airport access and noise, noise mitigation programs, terminal guest experience/guest relations, special events, terminal and community outreach, Air Academy, communications through multiple platforms, media communications and response, Airport arts programs, regulatory compliance and special programs.
16. Supports the Airport's emergency response for respective division and the airport as whole, through leadership role(s) for emergency preparation, exercises, and actual emergency response. Empowers and provides appropriate resources to staff and ensures that staff are appropriately prepared to respond to emergencies. May be a member of Airport Policy Group or Emergency Operations Center staff. Coordinates with airport and external stakeholders on emergency response issues.
17. Performs other duties of a similar nature and level as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Airport and aviation operations and associated management for medium-sized hub passenger/commercial, cargo, and general aviation airports, concessions, leasing operations, and other technical knowledge appropriate to the assignment
- Applicable federal, state and local laws, codes, regulations (based on assignment) including Federal Aviation Administration (FAA) Regulations/directives, FAA grant compliance requirements, Transportation and Security Administration (TSA) regulations/directives, Customs and Border Protection (CBP), pertaining to Part 139 commercial airport operations, maintenance, safety, security, and/or emergency management, access and noise, and the management of the impacts of airport operations on the community/environment
- Stakeholders and partners involved with the operation of an airport (e.g. airlines, tenants, contractors, vendors, concessions, FAA, TSA, CBP, law enforcement, fire, ground transportation providers, other County departments, and neighboring communities)
- Techniques and methods for organizing, prioritizing, assigning, and monitoring the work of large teams for accountability, in 24/7 environment
- Practices and methods of leading, coaching, and mentoring the work of others
- Business methods, principles, and practices
- Best practices, trends, and emerging technologies

- Principles and applications of critical thinking and analysis
- Principles and practices of budgeting, grant compliance, and fiscal management
- Principles and techniques of effective oral/visual presentations for a range of audiences
- Principles and practices of effective contract management in compliance with policy
- Principles of project management and coordination
- Strategies in conflict resolution and negotiation; stakeholder identification, engagement, and management
- Management and supervisory principles, practices, and techniques
- Principles in providing excellent customer service through an array of staff and partners
- Specialized equipment relevant to area of assignment
- Modern office technology and operational specific business systems, applications, and tools
- Emergency response principles of National Incident Management System (NIMS) and the Incident Command System (ICS)

#### **Ability to**

- Understand, analyze, and apply changes, developments, best practices in the aviation industry, and develop initiatives to address these changes within the respective division, and for the airport as a whole
- Plan and manage budgets, and allocate resources to achieve short-term and long-term strategic objectives, and manage risk
- Oversee the implementation and adherence to quality assurance and standards
- Analyze issues and make difficult decisions within an appropriate time frame. Exercise sound managerial judgement with initiative and originality in generating new and revised solutions to complex problems. Empower staff and inspire creative approaches to problem-solving
- Assess the Airport's operations through the eyes of the traveling public, local community, and Airport tenants to anticipate their needs. Provide excellent customer service in a regulatory and/or operational context
- Interpret, monitor, analyze, and report complex information (examples include: passenger data, flight operations data, tenant lease revenue, or noise data)
- Manage multiple, concurrent, complex projects/programs involving multiple stakeholders/partners

- Review research, industry trends, regulatory changes, and best practices in order to apply this information to solutions that improve regulatory compliance, safe, secure airport operations, revenue, allocation of resources, operational effectiveness and resilience, community engagement/relationships, and/or guest experience
- Model the Airport's Mission, Vision, and Values (MVV), foster, champion, and support culture that embodies MVV. Align team and individual goals to meet County and Airport objectives
- Manage cross-functional teams to foster a culture of accountability and demonstrate an appropriate sense of urgency
- Author and oversee the preparation of original reports, content, documents, and presentations
- Develop and implement policies, procedures, plans, and standards. Communicate and uphold these policies and procedures with appropriate stakeholders
- Utilize communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to exchange or convey information and to receive work direction on complex matters
- Facilitate group discussions and build consensus using persuasive reasoning and navigating competing priorities/interests
- Exercise political acumen, tact, and diplomacy, including times of crisis/emergency or other sensitive situations
- Provide leadership in emergency response, and empower others to serve in leadership capacities during these situations

Collaborate and build effective business relationships with external and internal stakeholders, airlines, tenants, concessions, contractors, consultants, elected and appointed boards, the public, and internal leadership to forge consensus in the resolution of complex issues

- Interpret, apply, uphold, and enforce applicable laws, codes, rules, regulations, standards and/or lease terms (based on assignment)
- Implement, approve, and monitor contracts in compliance with County policy and funding source requirements
- Supervise and evaluate staff performance, include training, coaching, coordinating deadlines, prioritizing work demands, and assigning/monitoring work performed to ensure accountability
- Utilize a computers, relevant software applications, and technology to foster innovation
- Model and uphold ethical standards that ensure regulatory compliance, demonstrate integrity, recognize, avoid and/or mitigate potential conflicts of interest, and ensure the County's interests are appropriately represented with Airport stakeholders

Two (2) years experience as an Airport Manager, Senior or its equivalent with the County of Orange.

***Or***

Six (6) years of management experience in airport operations that includes the knowledge and application of Federal and State regulations related to airport operations (such as, but not limited to, Federal Aviation Administration (FAA), Transportation and Security Administration (TSA), National Environmental Policy Act (NEPA), Federal Aviation Regulations (FAR), California Environmental Quality Act (CEQA), California Public Utilities Commission (CPUC); must include two (2) years of supervisory experience.

A Bachelor's degree in airport management, aviation, civil engineering, business administration, public administration, or related field of study may substitute for one (1) year of the required experience.

A Master's degree in airport management, aviation, civil engineering, business administration, public administration or related field of study may substitute for two (2) years of the required experience.

Relevant Certifications from Airports Council International (ACI) or the American Association of Airport Executives (AAAE) may substitute for one year of required experience. Certification examples include (CM, AAE, ACE).

### ***License/Certification***

Some assignments may require one or more of the following licenses or certifications by date of appointment and must be maintained as a condition of employment:

- Incumbents are required to obtain assigned National Incident Management System (NIMS) certifications within timeframe established by the County.
- Possession of a valid California Driver's license, Class C or higher by date of appointment .

### **Airport Access Requirements**

- The incumbent must clear and maintain a background check clearance, which includes a Criminal History Records Check (CHRC), Transportation Security Administration (TSA) Security Threat Assessment (STA).
- Obtain and maintain valid Airport Access Badge within ten (10) days of employment, assignments may require an Escort and/or Airfield Driving Endorsement.
- Some assignments may require the ability to obtain and maintain a valid Transportation Security Administration (TSA) "Secret" level security clearance within twelve (12) months of appointment.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Possess vision sufficient to read standard text and a computer monitor and to drive a vehicle; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment, airport terminal, airfield or special event/meeting locations; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write and drive, and engage in infrequent light lifting/carrying; use a County approved means of transportation.

### ***Environmental and Working Conditions***

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions. While this is primarily a day shift assignment, due to the 24/7 operations of the airport, there may be a requirement for scheduled or unscheduled work on nights, weekends, and/or holidays.

Function effectively in a standard office environment.



## **SUPERVISING WASTE INSPECTOR**

Bargaining Unit: SM Supervisory Management

Class Code:  
8389SM

COUNTY OF ORANGE  
Established Date: November  
11, 2004  
Revision Date: February 6,  
2026

### **DEFINITION:**

Under general supervision, assigns, supervises, and coordinates the work of Waste Inspectors engaged in inspecting and/or regulating materials entering OC Waste & Recycling facilities in order to ensure compliance with federal, State and County laws, policies and procedures; and to do other work as required.

### **The Waste Inspector series includes the following:**

Waste Inspector Trainee (8391GE)  
Waste Inspector (8390GE)  
Supervising Waste Inspector (8389SM)

### **CLASS CHARACTERISTICS:**

The Supervising Waste Inspector classification is the first-line supervisor in the Waste Inspector series. Positions in this class performs the full range of supervisory responsibilities for Waste Inspectors at an OCWR landfill or facility. This class is distinguished from the Waste Inspector class in that the latter is primarily responsible for inspecting and educating the public on hazardous waste materials and does not exercise supervisory responsibility.

### **EXAMPLES OF DUTIES:**

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Plans, schedules, assigns and directs the work of staff responsible for toxic and/or hazardous waste identification assigned to County landfill sites.
2. Assists in selection of staff; orients and trains new staff, is responsible for the timely administration of the County performance management system, evaluates the work performance of subordinates and recommends disciplinary action when appropriate.
3. Assists in the planning, developing and implementing of procedures and programs. Prepares written reports and recommendations.



4. Conducts inspections of materials and advises if materials are acceptable at County landfills and, if not acceptable, refers to appropriate disposal site or method. Prepare investigative findings on illegal or unacceptable materials entering OCWR facilities.
5. Applies federal, State, and County laws, policies and procedures relating to materials that are acceptable at County landfills. Contacts Materials Regulation Specialist for clarification and guidance when necessary.
6. Acts in a lead capacity in emergency incidents involving the dumping of toxic and/or hazardous materials at the County landfill sites until appropriate safety personnel arrive.
7. Supports and assists OC Waste & Recycling's resource and recovery activities such as the load checking program, metal and mattress recycling program, and other recyclable materials. Assist in directing the public to resource recovery activities at the landfill.
8. Proficiently operate a variety of light duty equipment such as track loader, skid steer, telehandler, and integrated tool carrier to assist with resource recovery activities.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of**

- Hazardous material identification and their effects on the environment
- Principles, methods and techniques of supervision and personnel management
- Thorough Knowledge of Waste Inspector, OCWR; Supervising Waste Inspector, OCWR
- Methods of handling, storing and transporting hazardous materials
- County, State and federal laws and regulations concerning hazardous materials and infectious waste
- Use and maintenance of safety and emergency response equipment and hazardous materials storage facility

##### **Ability to**

- Prepare written reports, records and inventories
- Lift and move heavy objects and work in adverse environmental conditions
- Communicate effectively with the general public

##### ***Education and Experience***

Three years of work experience identifying and/or handling hazardous and/or toxic materials. One year of the work experience requirement may be substituted by education on the basis of 30 semester units or 45 quarter units in chemistry, biology, microbiology, and/or environmental studies from an accredited college.

### ***License/Certification***

Possession of a valid California Drivers License, Class C, by date of appointment.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Standing and walking on uneven terrain up to ten hours a day; stooping, kneeling and squatting on a frequent (daily) basis; work with arms above shoulder level occasionally (weekly or monthly); (daily) lift 50 pounds and occasionally lift up to 100 pounds with assistance; daily perform moderate pushing and pulling activities; operate power tools weekly in disassembly of appliances. Possess manual dexterity to use hands, arms, and shoulders repetitively to operate a computer keyboard; Acute hearing is essential to hear alarms, warning calls, and radio transmissions throughout the day on a daily basis; must have a sense of feeling to be able to grip; use their vision up to 10 hours a day in inspecting and identifying landfill waste; have depth perception to gauge distances from stationary and moving heavy equipment and trucks and to transverse uneven terrain.

### ***Environmental and Working Conditions***

Perform work at County landfills where they may potentially be exposed to hazardous materials including: asbestos, fumes, chemical agents such as gasoline, pesticides, solvents, herbicides, methyl bromide and others, biological agents from medical waste. In addition, perform a large portion of duties outside where they are exposed to the elements including dust, heat and moisture.



## WASTE INSPECTOR

Bargaining Unit: GE General

Class Code:  
8390GE

COUNTY OF ORANGE

Established Date: January 1,  
1950

Revision Date: February 6,  
2026

### DEFINITION:

Under general supervision, perform journey level work in inspecting and/or regulating materials entering OC Waste & Recycling facilities in order to ensure compliance with federal, State and County laws, policies and procedures; and performs other work as required.

### The Waste Inspector series includes the following:

Waste Inspector Trainee (8391GE)

Waste Inspector (8390GE)

Supervising Waste Inspector (8389SM)

### CLASS CHARACTERISTICS:

This is the journey level classification in the Waste Inspector series. Incumbents are expected to perform the full scope of duties for this position with minimal supervision. The Waste Inspector is distinguished from the Supervising Waste Inspector in that the latter has the full range of supervisory duties and is responsible for more complex issues and specialized projects.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Inspects refuse entering County landfill sites or Household Hazardous Materials Collection Centers.
2. Identifies unacceptable or hazardous waste materials and ensures proper removal.
3. Educates the public on hazardous waste materials and other unacceptable materials and informs the public on disposal methods, and resource recovery activities at the landfill. Makes final determination on acceptability of materials and directs the public and commercial users to the appropriate areas.
4. Maintains records and prepares reports as required.

5. Maintains hazardous waste storage facility and prepares hazardous materials for disposal.
6. Maintains and performs minor repair to safety and emergency equipment.
7. Performs emergency response duties for hazardous waste incidents.
8. Performs activities to support OC Waste & Recycling's resource recovery activities such as the load check program, metal and mattress recycling program, and other recyclable materials.
9. Operates a variety of light duty equipment such as track loader, skid steer, telehandler, and integrated tool carrier to assist with resource recovery.
10. Monitors radioactive levels at landfills and implements Low-Level Radiation Waste Incident protocols as required.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of**

- Hazardous material identification and their effects on the environment
- Methods of handling, storing and transporting hazardous materials
- County, State and federal laws and regulations concerning hazardous materials and infectious waste
- Use and maintenance of safety and emergency response equipment and hazardous materials storage facility

### **Ability to**

- Prepare written reports, records and inventories
- Lift and move heavy objects and work in adverse environmental conditions
- Communicate effectively with the general public

### ***Education and Experience***

Successful completion of probation as a Waste Inspector Trainee for the County of Orange, or two years of work experience in identifying and handling hazardous and/or toxic materials. One year of the work experience requirement may be substituted by education on the basis of 30 semester units or 45 quarter units in chemistry, biology, microbiology, and/or environmental studies from an accredited college.

### ***License/Certification***

Possession of a valid California Driver's License, Class C, by date of appointment.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Standing and walking on uneven terrain up to ten hours a day; stooping, kneeling and squatting on a frequent (daily) basis; work with arms above shoulder level occasionally (weekly or monthly); (daily) lift 50 pounds and occasionally lift up to 100 pounds with assistance; daily perform moderate pushing and pulling activities; operate power tools weekly in disassembly of appliances. Acute hearing is essential to hear alarms, warning calls, and radio transmissions throughout the day on a daily basis; must have a sense of feeling to be able to grip; use their vision up to 10 hours a day in inspecting and identifying landfill waste; have depth perception to gauge distances from stationary and moving heavy equipment and trucks and to transverse uneven terrain.

### ***Environmental and Working Conditions***

Perform work at County landfills where they may potentially be exposed to hazardous materials including: asbestos, fumes, chemical agents such as gasoline, pesticides, solvents, herbicides, methyl bromide and others, biological agents from medical waste. In addition, perform a large portion of duties outside where they are exposed to the elements including dust, heat and moisture. Standing and walking on uneven terrain up to ten hours a day; stooping, kneeling and squatting on a frequent (daily) basis; work with arms above shoulder level occasionally (weekly or monthly); (daily) lift 50 pounds and occasionally lift up to 100 pounds with assistance; daily perform moderate pushing and pulling activities; operate power tools weekly in disassembly of appliances.



*Our Community. Our Commitment.*

## COUNTY OF ORANGE

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Visit the County website at [www.ocgov.com](http://www.ocgov.com) for more information about  
County programs and Board meeting dates and agendas.

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