

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**RADIO OPERATOR/WEATHER OBSERVER - Tinian**

**Code 1012**

*Nature of Work*

Responsible for airport advisory work at Tinian International Airport by performing specific phases or activities of the advisory services.

The employee in this class is responsible for performing airport advisory work involving all phases of operations at the advisory station. Work is reviewed through conferences with the Supervisor for Radio and Weather Observation or his designee and submission of reports.

*Examples of Duties (Illustrative)*

1. Complies with CPA policies, regulations and procedures applicable to airport advisory and weather reporting.
2. Responds to crisis, emergency or urgent situations in accordance with applicable rules and procedures.
3. Attends basic and fundamental airport advisory training programs.
4. Communicates with aircraft personnel by providing airport traffic and weather conditions.
5. Observes and records weather conditions on a regular basis by using prescribed methods, techniques and formats of CPA and the U.S. National Weather Bureau.
6. Maintains radio units and other communication systems and reports immediately to supervisors regarding malfunctions, breakdowns, needed repairs, regular service maintenance schedule.
7. Inspects weather equipment on a regular basis and reports to supervisors regarding malfunctions, breakdowns, need of repairs, etc.
8. Applies proper airport advisory techniques and procedures to effectively carry out the functions of the advisory operations.
9. Obtains a certification from the U.S. National Weather Bureau on weather observation within the established time period of the airport advisory training program.
10. Records, compiles and organizes flight data on a daily basis for supervisors.
11. Develops skills in basic airport advisory work.
12. Learns performance standards and written instructions or procedures for both routine and non-routine work.
13. Complies with safety requirements, OSHA and applicable federal regulations.
14. Performs other related duties as assigned.

## **Code 1012 Continuation**

### ***Minimum Requirements of Work***

1. General knowledge of functions of airport advisory services.
2. Knowledge of CPA procedures.
3. Knowledge of approved theories, principles, practice and techniques of airport advisory.
4. Knowledge of federal standards and National Weather Bureau (NWB) which govern airport advisory.
5. Ability to operate and use radio, weather equipment and other communication equipment effectively.
6. Ability to establish and maintain a cooperative relationship with supervisors, staff and other CPA personnel.

### ***Minimum Qualifications***

Graduation from high school (or G.E.D) and a strong desire to establish a career with the Commonwealth Ports Authority.

Shall have no record of felony or criminal conviction.

### ***Pay Range***

Pay Level: 7

Minimum: \$778.65 bi-weekly or \$9.73 per hour (PL 7/1).

Maximum: \$1,331.75 bi-weekly or \$16.65 per hour (PL 7/12).

Adopted by CPA Board on October 25, 1995.

Revised and adopted by CPA Board on February 19, 1999.

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