

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

**AOA CONTROLLER I - SIA**

**Code 407**

***Nature of Work***

Responsible for the supervision of aircraft operation areas (AOA), including safety at Saipan International Airport.

This employee is responsible for the functioning and safety of the aircraft operations area (AOA) at Saipan International Airport. Work is reviewed through conferences with supervisor(s), on-site inspections and submission of reports.

***Examples of Duties (Illustrative)***

1. Directs the activities of AOA.
2. Instructs subordinates and airline personnel and CPA tenants on the proper practices and procedures of AOA, e.g. equipment movements, vehicle movements, handling of CPA equipment and facilities, ramp operations, gates and jetway operations, passenger movements.
3. Applies detailed procedures and manuals for the Operations Department.
4. Justifies substantial changes to approved schedule of activities, priorities and/or services.
5. Ensures safety measures and standards are followed.
6. Enforces AOA measures and responds quickly to irregular or emergency situations.
7. Applies performance standards and written instructions or procedures.
8. Enforces AOA requirements.
9. Submits inspection reports on a regular basis as required by CPA.
10. Applies theories, methods and techniques necessary for favorable results.
11. Attends AOA training programs.
12. Complies with applicable local, FAA standards, OSHA and CPA rules and regulations.
13. Attends emergency drills.
14. Participates in airport hazardous material control program.
15. Reports safety and OSHA violations incidents and situations on a timely basis for immediate corrective action.
16. Performs other related duties as assigned.

***Minimum Requirements of Work***

1. Knowledge of functions of the Operations Department and AOA.
2. Knowledge of CPA rules, regulations and procedures.

### **Code 407 continuation**

3. In depth knowledge of approved principles, practices, procedures and regulations governing AOA.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.
5. Ability to apply acceptable practices, measures and procedures of AOA.
6. Ability to establish and maintain a cooperative relationship with supervisors, personnel and members of tenants.

### ***Minimum Qualifications***

Graduation from high school (or G.E.D.) and four (4) years of progressively responsible experience in U.S. international airport operations of which one (1) year pertains to supervisory experience.

Shall have no record of felony or criminal conviction.

### ***Pay Range***

Pay Level: 5

Minimum: \$8.83 per hour or \$18,362.70 per annum (pay level 5/1).

Maximum: \$15.10 per hour or \$31,406.45 per annum (pay level 5/12).

Adopted by CPA Board on October 25, 1995.

***Revised and adopted by CPA Board on December 21, 2016.***

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