

AIRPORTS NOISE ABATEMENT OFFICER**NATURE OF WORK**

This is technical and administrative staff work assisting the Manager, Noise Abatement & community Affairs in the administration and management of the Countywide noise abatement program and operation of the aircraft noise and operations monitoring system.

An employee in a position allocated to this class is responsible for training and supervising student interns and subordinates, and is expected to work with independence and exhibit considerable judgment. Work is performed under the general supervision of the Noise Abatement & Community Affairs Manager. Performance is evaluated through conferences, reports and results achieved.

EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Supervises Noise Abatement Technician and student interns.

Coordinates with colleges, universities and county Employee Relations and Personnel Department to recruit and interviews Noise Abatement Interns.

Interprets and explains policy directives and operating procedures to agency personnel, the public and the media.

Assists in formulation of information for airport publications.

Systems Administrator of the airport noise and operations monitoring system (ANMONS), including support contracts and maintenance agreements with associated vendors.

Performs portable aircraft noise monitoring.

Receives and investigates complaints and suggestions from citizens, civic organizations, municipal officials and other sources.

Answers noise complaint calls and prepares response letters.

Makes presentations to the general public on the noise abatement/monitoring program, prepares materials for meetings.

Correlates noise data to actual aircraft operations.

Maintains a computer database of noise complaint callers for PBIA, Lantana and North county Airports.

Maintains a computer database of sound insulation program applicants.

Prepares special reports and studies and performs statistical analyses, including regular reports to the citizens Committee on Airport Noise (CCAN) utilizing the ANOMS.

Compiles information to monitor compliance with County airport noise and operations rules and regulations.

Attends and assists with the conduct of CCAN meetings, prepares material and meeting minutes.

Assists in the coordination of noise abatement programs which involve outside agencies and citizens groups.

Prepares materials for and participates in airport user groups meetings at Lantana and North County Airports.

Assists the Manager with investigations needed for media and emergency response.

AIRPORT NOISE ABATEMENT OFFICER - CONT'D

Acts as backup personnel for Public Information Officer.
Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices, procedures, systems and equipment.
Knowledge of office computer systems and word processing techniques.
Knowledge of Windows and Microsoft Office, Power Point and Excel programs.
Knowledge of aircraft noise monitoring and the basics of airport noise acoustic principals.
Knowledge of County agenda item policies and procedures.
Knowledge of County contract policies and procedures.
Knowledge of general media practices.
Ability to retrieve data via modem.
Ability to communicate effectively under pressure and to deal with difficult and angry citizens.
Ability to communicate effectively, both orally and in writing.
Ability to generate correspondence and conduct research with limited guidance and supervision.
Ability to establish and maintain effective working relationships with air carrier personnel, FAA representatives and the general public as necessitated by work assignments.
Ability to prepare complex written reports.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with B.S. degree in Aviation, Public/Business Administration, or related field; minimum of three (3) years experience at an air carrier or general aviation airport related to noise abatement; or any equivalent combination of related training and experience.