



American Airports Corporation

SAN GABRIEL VALLEY AIRPORT

Airport Operations Coordinator

Positions Now Available at EMT

American Airports Corporation, manager of all LA County Airports is looking for Operations Coordinators to join our team! If you have an interest in aviation and are looking for an opportunity to learn all aspects of airport operations and management than this may be the job for you!

General Job Description

The Airport Operations Coordinator, under direct supervision, is responsible for ensuring safe and efficient day to day operations of the Airport. The Airport Operations Coordinator is expected to be self-motivating and able to prioritize duties efficiently.

Position Responsibilities

- Fuels aircraft and performs other aircraft servicing functions as necessary.
- Performs janitorial duties
- Daily policing and enforcement of:
 - Standard Operating Procedures
 - Airport rules and regulations
 - Company policies and procedures
 - Airport Emergency Plan
 - Airport Security
- Responds to aircraft, fire, medical, security and HAZMAT incidents and accidents.
- Conducts regular vehicle/equipment preventative maintenance inspections
- Accurately and efficiently handles monies collected from fuel/aviation product sales
- Ensures highest level of customer service and assistance
- Maintains fuel farm and aircraft refueling vehicles and conducts daily fuel quality control
- A willingness to work all shifts if needed including overnight hours

Qualifications Required

- High School graduate or completion of G.E.D. Airport operations experience or an interest in aviation preferred.
- Ability to enforce rules and regulations in an impartial manner
- Ability to work without close supervision and to make independent judgments based on established policies.
- A valid and current driver's license.
- Ability to pass a pre-employment drug screening.

Competitive pay, 401K, and a health benefits package offered to all full time employees!

Contact the San Gabriel Valley Airport Administration Office at (626) 448-6129 to learn more or fill out an application online at americanairports.com.