

WEATHER OBSERVER

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for taking weather observations; insuring the safe and efficient operation of the airport and its facilities; providing information and/or assistance to airport traffic; maintaining the buildings, grounds and equipment; and providing efficient response to crash, fire and rescue operations. Work is performed under general supervision, in accordance with policies, procedures and regulations, and with independent judgement as needed for immediate response to safety, crash, fire and rescue matters.

TYPICAL WORK ACTIVITIES:

Takes and summarizes temperatures, wind, altimeter, barometer and other necessary readings of weather instruments;

Makes ceiling, dew points, visibility and other calculations for the determination of weather conditions;

Maintains all weather equipment, releases weather balloons;

Maintains records such as inventories, purchase orders, FAA advisory circulars, incident reports, daily/monthly annual operation logs, airport flight information, weather statistics and all other necessary documents as required;

Issues and cancels NOTAMS and monitors, inspects, and performs minor maintenance on all navigational aide systems, signage, lighting and equipment;

Directs, assists and performs routine maintenance and care of grounds, buildings, vehicles and equipment, including mowing, snow removal, ice removal/handling, tree cutting, brush cutting and other items of maintenance as needed;

Charges and collects airport fees, collects fuel tickets, maintains independent fueling records,

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- verifies quantity of fuel dispensed as required;
- Conducts advisory radio (Unicom) and telephone service to disseminate information concerning weather and runway conditions, nearby associated facilities, and other data affecting air traffic;
- Enforces the rules and regulations of the Airport;
- Sells airport merchandise, fuel and other items offered for sale by the airport;
- Inspects and assists in the supervision of airport construction projects;
- Trains in Crash-Fire-Rescue (CFR) procedures and responds to CFR incidents;
- Directs and assists in training Airport Attendants;
- Performs required F.A.A. inspections;
- Performs wildlife control in accordance with United States Dept. of Agriculture and New York State Department of Environmental Conservation requirements and utilizes firearms or other methods of control;
- Involved with the safety and security of the public, aircraft and property;
- Prepares reports concerning the operation and maintenance of the airport;
- Maintains all supplies, files, certificates, forms and other clerical work required for the operation of the airport in accordance with County and F.A.A. requirements;
- Maintains F.A.A. advisory circulars and keeps up-to-date on the requirements of these;
- Operates the airport in compliance with the Airport Certification Orders, Airport Certification Manual, Airport Policy Manual and other applicable regulations;
- Disposes of garbage, litter and other undesirable materials;
- Operates maintenance equipment;

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Utilizes computers and computer software and other office equipment;

Does related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the procedures and terminology involved in making weather observations; working knowledge of basic mathematics; ability to prepare reports; ability to communicate clearly and understandably with airplane pilots using radio equipment; ability to operate equipment and vehicles; ability to get along well with others; initiative; resourcefulness; dependability; good health; mechanically inclined; and ability to use good judgement to promote safety.

MINIMUM QUALIFICATIONS: Either

(A) Possession of a high school or equivalency diploma and a valid Certificate of Authority to take Weather Observations issued by the National Oceanic and Atmospheric Administration; or

(B) Possession of a high school or equivalency diploma and 1 year of airport experience; or

(C) Licensure as an airplane pilot and one year of experience in maintenance of buildings, grounds or other facilities; or

(D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid Certificate of

Authority to Take Weather Observations issued by the National Oceanic and Atmospheric Administration. Candidates not possessing this certificate may be appointed and will be required

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to fulfill this requirement within a period of six months. Possession of a valid driver's license appropriate for vehicle being operated.

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Last Reviewed: October 3, 2000
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

Revised and Replaced in Classplan: 4/5/2023