Public Service Intern Job Description

Department: Department of Airports

Location: Camarillo Airport and Oxnard Airport (candidate will rotate between both airports)

Title of Internship: Airport Operations Intern

Description:

Airport Operations Officer interns will be assigned to both Camarillo and Oxnard airports in rotating shifts depending. Under supervision, they shadow patrol the airports; monitor operations; provide security, safety, and emergency assistance when needed; special assignments; assure compliance with airport rules, regulations, and ordinances; and perform related work as instructed.

The intern candidate will have a high interest in aviation. A degree in, or pursuing one, airport/aviation/business/management/security/law enforcement/emergency services and intermediate level skills in MS Word, Excel, and database tools are desirable.

Responsibilities/Sample Assignments (at least 4-5 bullet points):

- Shadow with an Airport Operations Officer/Sr. Airport Operations Officer/Airport Operations Supervisor for the safety and security of Ventura County Airports. Including: Airfield, runway, and taxiway inspections.
- Aircraft Rescue Firefighting familiarity
- Air and landside patrol
- Wildlife abatement
- Monitor ATC for service requests over the radio
- Shadow respond to incidents and accidents, report writing
- Practice writing and filing NOTAMs
- Take storm water samples and inspect outlets
- Practice writing parking citations.
- Keep the airport clear of Foreign Object Debris (FOD) and monitor FOD generators.
- Completion of aviation related reports and analysis
- Other assignments/projects

Qualifications/Recommendations Interests/Preferred major:

Current driver’s license. Pilots certificate or Aviation interest/background preferred not required. Aviation major or related preferred not required.

Equipment to be used:

Operations truck, ARFF (fire truck), pyrotechnics, aviation radio,

Hours per week: Open to 10 - 40 hours

In person only