



609 Foster Field Drive, Suite F Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948



AIRPORT – ARFF SPECIALIST

Department:	Airport	Class Code/Pay Grade:	\$13.45 - \$20.17
Revised Date:	May 2025	FLSA Status:	Non-Exempt
		Safety/Security Sensitive:	No

GENERAL PURPOSE: Under general supervision, the ARFF Specialist responds to all emergency calls on airport property, conduct daily airfield inspections within the standards established by FAR Part 139, assists with Hot Fueling Operations, and moderate maintenance of the ARFF station and other Airport buildings and grounds as assigned.

SUPERVISION RECEIVED: Work is performed under the supervision of the Airport Director of Operations and Maintenance and the Airport Executive Director.

SUPERVISION EXERCISED: None.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Responds to airport emergencies by taking measures to protect the public and infrastructure.
- Responds to emergency calls within the FAA time limits by bunkering, operating the ARFF vehicle, driving to the scene, and employing the necessary rescue tactics ranging from spraying fire-retardant agent to stabilizing an injured party and packaging for transportation. Emergency calls may include, but are not limited to, aircraft crash, automobile accident, injury, or illness.
- Responds to spills of fuel, or hazardous substances and other hazardous situations or threats.
- Builds containment areas, such as dikes, to contain fuel or hazardous substances in such a manner as to prevent discharge into the surface drainage system.
- Performs daily inspection to confirm the operating status of the assigned ARFF vehicle, and other department vehicles as necessary.
- Maintains the ARFF Station both inside and outside through assigned daily tasks.
- Conducts airfield safety inspections and public safety access during the shift.
- Performs building, fuel farm, and refueler vehicle fire safety inspections in compliance with FAA and NFPA standards.
- Communicates daily with ATC control tower using appropriate terms and communication techniques.
- Provides airfield escorts, safety programs, and instructs classroom and skills evaluation for fire academy.
- Conducts training sessions for airport and airline personnel, as well as the general public.



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- Successfully complete, on an annual basis, all required State and Federal certification continuing education requirements.
- Monitors ramp area for customer security and performs daily runway inspections, which may include removal of debris, animals and other obstructions.
- Complies with all federal and state regulations related to the performance or the duties outlined here.
- Assures that all activities meet State and Federal safety compliance regulations; enforces compliance with safety notices and use regulations from the Federal Aviation Administration (FAA) and Texas Department of Transportation.
- Performs routine building maintenance and custodial duties and a variety of manual labor tasks; maintains structures and equipment, and makes maintenance repairs.
- Completes daily logs and reports as required.
- Promptly reports Emergency Situations to the designated parties and implements response procedures for aircraft crash rescue duties.
- Establishes and maintains effective working relationships with all other Airport staff.
- Performs any other duties and responsibilities as directed by the Director of Operations and Maintenance, and the Airport/FBO Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED, and a minimum of one (1) year applicable experience.

Texas Commission on Fire Protection (TCFP) Structural Firefighter (IFSAC Firefighter I/II accepted)

Texas Department of State Health Services (or National Registry) Basic Emergency Medical Technician

Preferred Qualifications:

TCFP Aircraft Rescue Fire Fighter (ARFF) or IFSAC accepted, TCFP Fire Inspector, Texas Class B Exempt Driver's License

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License.
- Within 3 months: TCFP Aircraft Rescue Fire Fighting (ARFF) and Texas Class B Exempt Driver's License.
- Within a year: TCFP Fire Inspector.

Required Knowledge of:

- Airport and County organization, operations, policies and procedures.
- Applicable laws, standards and regulations relating to ARFF operations.
- OSHA safety standards and safe work practices, basic knowledge of FAA Part 139, and handling/storage of Hazmat.
- Tools, materials, equipment, techniques and procedures used in maintenance and preventive maintenance of an aviation facility.
- Airport security and safety procedures.



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- ARFF vehicle and equipment operation, maintenance and safety procedures.
- Principles of record keeping and records management.

Required Skill in:

- Performing a wide variety of skilled and semi-skilled tasks in the maintenance and repair of ARFF vehicles and equipment, Airport facilities and equipment.
- Safe operation of ARFF trucks, ground service equipment, Airport vehicles, mowing equipment, weed eaters, ladders, and other medium equipment and maintenance tools.
- Reading and interpreting technical specifications for vehicles and equipment.
- Reading, interpreting, understanding and applying aviation safety standards and procedures
- Dealing tactfully and courteously with the General and Flying Public, and providing effective and friendly customer services.
- Establishing and maintaining cooperative working relationships with Airport employees, Airport Tenants, and the General Public.
- Operating a personal computer to check work related emails, and update inspection and training records.

Physical Demands / Work Environment:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Work is performed indoors and outdoors in all weather conditions, with exposure to extreme conditions, which include extreme temperature, humidity, loud noise and vibrations, and other physical hazards on the daily basis for extended periods of time, exposure to hazardous equipment, constant physical efforts for extended periods, and ability to safely lift, carry, and move items weighing up to eighty pounds (80 lbs.). The duties of the job are considered particularly hazardous, as the employee must be aware of spinning propellers and jet blast. Failure to comply with safety regulations and precautions could cause serious injury or death.
- Must be able to work irregular hours including weekends, holidays, and evenings. May be required to work immediately before, during or immediately after an emergency or disaster.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Frequently
100 or more	Seldom



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Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Moderate to High

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

If you are interested, please send application to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment> .

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901

I have read and understand this Position Description:

Employee Signature

Date