

Natchez-Adams County (HEZ) Airport Operations Agent (Part 139)

Job Title: Airport Operations Agent

Employment Status: Full-Time/Part-Time

Department: HEZ Airport

Closing Date: Until filled

Summary:

The Airport Operations Agent supports the safe and efficient daily operations of our FAA Part 139–certified airport. This position performs airfield inspections, issues NOTAMs, assists with emergency response, and helps ensure compliance with FAA safety and security regulations. Ideal for candidates looking to grow in airport operations.

Key Responsibilities:

- Conduct daily airfield inspections and document Part 139 compliance items
- Monitor runway/taxiway conditions, lighting, signage, and wildlife activity
- Issue, update, and cancel NOTAMs
- Assist with ARFF coordination and emergency response
- Support airport security procedures and access control
- Maintain operations logs, reports, and inspection records
- Provide customer service to pilots, tenants, and passengers

Qualifications:

- High school diploma or equivalent; aviation-related education preferred
- Valid driver's license and ability to operate airfield vehicles
- Strong communication skills and attention to detail
- Ability to pass background check and meet airport security requirements
- Availability for rotating shifts, including nights, weekends, and holidays

Preferred:

- Experience in airport or aviation operations
- Knowledge of FAA Part 139 regulations

ADDITIONAL REQUIREMENTS:

- Valid Mississippi Driver's License required prior to employment.
- Criminal Background Check and Drug Test.

Adams County, MS is an Equal Opportunity Employer.