



# **SOUTH JERSEY TRANSPORTATION AUTHORITY**

**FARLEY SERVICE PLAZA • P.O. BOX 351  
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**Mikie Sherrill**  
Governor

**Dr. Dale G. Caldwell**  
Lt. Governor

**Priya Jain**  
Chair

**Stephen F. Dougherty**  
Executive Director

## **JOB POSTING**

**Position:** Operations Lead Coordinator

**Location:** Airport

**Salary:** \$53,000 - \$58,000

**Closing Date:** August 7, 2026

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All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

*The final salary will be commensurate with experience and education. Employees may be eligible for merit increases each year upon satisfactory performance evaluation. SJTA offers comprehensive health coverage, generous paid leave, pension membership, tuition reimbursement telework options, and a strong work life balance – including a 40-hour week with paid lunch time. SJTA is an Equal Opportunity Employer.*

Please refer to the attached for job description.

Approved:

*Paul Heck for SFD 7/31/26*  
Stephen F. Dougherty, Executive Director

*Colleen Hachette*  
Tina Harvey, Human Resource Manager

**Dates Posted: August 3, 2026, through August 7, 2026**

Locations Posted: East, West and Central Maintenance, Pleasantville Tolls, State Police, State Police Garage, Administration Building, Atlantic City Welcome Center, EZ Pass Customer Service Center, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

**SOUTH JERSEY TRANSPORTATION AUTHORITY**  
**POSITION DESCRIPTION**

**POSITION:** Operations Lead Coordinator      **DEPARTMENT:** Airport  
**NAME:** \_\_\_\_\_      **DATE:** July 31, 2026  
**REPORTS TO:** Operations Supervisor      **SALARY RANGE:** 53,000-58,000

**Job Summary:**

Under management direction, this position directly supervises Fire Department Personnel/Operations Coordinators on an assigned shift. This position is responsible for the performance of the Airport Operations department on shifts that may include nights, weekends and holidays, to ensure compliance with CFR Parts 139 and 1542.

**Job Responsibilities:**

- Participates in the inspection of airfield facilities, including grounds, runways, taxiways, aircraft aprons, gate assignments, and service roadways to assure safety, security, and efficiency of operations and expeditious flow of aircraft; monitors airfield activities during assigned shift; arranges escort for persons using airfield.
- Participates in the inspection of terminal buildings and ground transportation facilities, including concourses, terminals, gate areas, concession areas, interior and exterior of buildings, sidewalks, and public access roadways to assure the safety, security and efficiency of terminal and ground transportation operations; monitors the activities of tenants, licensees, maintenance, and security personnel during assigned shift, to ensure compliance with airport standards and regulations.
- Reviews and acts on management or operational problems involving airport safety, security, federal certification and related matters as they impact the airlines, tenants, passengers and the general public; resolves operational problems by ordering actions or notifying appropriate airport, airline or security personnel; reviews reports of problems or incidents and recommends and implements appropriate remedy; coordinates airport activities with police, crash rescue and other emergency personnel during incidents and while returning the airport to normal operation.
- Prepares detailed reports of activities, incidents, and proposed solutions; recommends and implements procedures concerning security, coordination with police, fire and medical personnel, and operational response to emergency; develops schedules and standards for inspections; issues permits, licenses, and identification material in accordance with security standards.
- Performs all Operations department duties in compliance with 14 CFR 139 and 49 CFR 1542.

- Liaison with maintenance and janitorial personnel on each shift.
- Directs the activities of the airport operations office during their shift.
- Performs other duties as assigned by upper management.

#### **Knowledge and Abilities:**

- Must be able to work all shifts required to maintain a 24/7 operation.
- Must have good verbal and written communication skills.
- Must have ability to work in web-based systems, Microsoft Excel and Word to enter data and write documents.
- Plan, coordinate and direct the diverse activities required to maintain the proper standard of airport operations.
- Make sound judgments in emergency situations and to effectively direct and coordinate airport resources in such incidents.
- Analyze situations quickly and objectively, and to determine and implement a proper course of action.
- Speak and write effectively, with special emphasis on the expression of technical ideas.
- Maintain and prepare records.
- Establish and maintain effective working relationships with airport employees, representatives of other agencies and the general public.

#### **Supervisory Responsibilities:**

- Directly supervises Fire Department Personnel/Operations Coordinators on assigned shift.
- Responsible for the performance of the Operations department and Airport Operations on an assigned shift.

#### **Physical Requirements:**

- Ability to work indoors at a desk for extended periods of time.
- Ability to work outdoors.
- Ability to lift and carry 10-20 pounds as needed.
- Ability to traverse the airport grounds multiple times per shift
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts.
- Use of phone and/or computer for extended periods of time.
- Bending, reaching and twisting in the performance of daily job functions.



**Education:**

- High school diploma or equivalent.
- BS or AS in Aviation Management or Business Administration preferred.

**Experience:**

- Customer Service experience preferred.
- Airport/Aviation experience preferred.

**Licenses and/or Certificates:**

- Valid New Jersey Driver's License.
- Ability to obtain the American Association of Airport Executives (AAAE) ACE Operations Certification or Airports Council International (ACI) Airport Operations Diploma within one year of hire date.

**Disclaimer:**

This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.