



**Internship Program**  
**Airport Aide (TEMPORARY – PAID)**  
**Watertown, NY**

Overview:

The Watertown International Airport is a regional non-hub commercial service airport located just outside the City of Watertown. The airport is owned and operated by Jefferson County located in the greater Thousand Islands and Fort Drum area. The airport is the only full service airport within 60 miles for civilian aircraft. The airport receives four daily operations of American Airline's service and multiple daily operations of general aviation aircraft.

Approximately 48,000 passengers travel through the airport every year on the Airlines. During the summer, a few thousand passengers fly in and out in private jets or corporate aircraft while visiting the area for business and pleasure. The airport department is responsible for the daily operations of the Airfield Management, Fixed Base Operation including Fueling aircraft, and Airfield maintenance activities. Being small regional airport employees perform many diverse job duties and responsibilities day to day whereas larger airports have more specialization.



The airport has routine openings during the summer time for temporary staffing for airfield maintenance activities, aircraft flight line services, & Administration.

The internship program will allow participants to gain experience in various roles and activities while being supervised, that will be attractive to potential employers located at airports or related industrial activity across the country in the public or private sector. Some experiences may include but are not limited to:

***Airport Administration***

- Finance and Administrative duties
- Customer Service
- Account analysis
- Digitization of records
- Special projects
- Data entry File keeping and typing
- Marketing Events and Projects
- Historical record keeping
- Information Technology activities



### ***Airfield Maintenance and Fixed Base Operations (FBO)***



- Aircraft Fueling Quality Control Operations
- Operation of specialized ground service equipment
- Airport operations
- Airport maintenance
- Aircraft refueling
- Aircraft Rescue Fire Fighting
- Airfield Electrical systems
- Navigation Aid Maintenance
- Pavement Maintenance
- Airfield Vegetation Management
- Building HVAC and utility systems
- Airfield Wildlife Management
- Custodial operations
- Operation of medium to heavy motor equipment
- Customer Service

#### Training Overview:

The participant will need to select from the focus areas of either Administrative or Airfield Maintenance and FBO services.

Participants will gain experience in each area as listed above.

Participants will obtain a Safety First Training Program qualification from the National Aviation Transportation Association (NATA) which is the industry standard for line service and customer service specialists. The training certificate for the Airport Maintenance and FBO services will meet the FAA 14 CFR Part 139 requirements for personnel fueling aircraft. Participants will also gain knowledge of civilian airports and be able to participate in a wide range of job duties and activities in the airport operations and maintenance.



#### Salary

The position is a temporary position. Rate of Pay is \$12.00/hour. There are no fringe benefits. Paid interns are covered under statutory Workers Compensation and NYS Disability benefits. Equal Opportunity Employer.

#### Application Instructions

In order to be considered for this opportunity, please submit a county employment application, resume and cover letter via email to

[Airport@co.jefferson.ny.us](mailto:Airport@co.jefferson.ny.us)