



Airport Manager (1185)

FLSA Status: Exempt

Pay Grade: 24

Safety-Sensitive: No

Purpose

The purpose of this classification is to be responsible for operating a safe, efficient airport. The airport manager directs, coordinates, and reviews all aircraft operations, maintenance of the airfield, buildings, community relations, personnel, and financial matters of the airport and ensures compliance with all federal, state, local and FAA regulations.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Ensures public safety: maintains safety for runways, including no foreign debris, no wildlife, and legible markings on runways; maintains safety of buildings, including security lights properly maintained, entrances and exits not blocked, and hazards appropriately marked or barricaded; maintains safety of airport grounds, including fuel tanks properly labeled, grass mowed, hedges trimmed, runway and taxiway lights visible; issues Notice to Airmen for any abnormal airport conditions.

Maintains fiscal responsibility: develops and administers departmental budget; ensures compliance with budget; ensures proper use of airport funds; ensures grants for airport projects meet local, state, and federal granting agency guidelines; ensures documentation and receipt of reimbursements for airport projects; tracks customer transactions, including invoices and payment receipts; generates statements; and ensures leases are negotiated and properly executed.

Ensures compliance with all local, state, and federal laws; ensures compliance with Federal Aviation Administration (FAA) grant assurances; ensures compliance with FAA leasing guidelines and the state real estate laws; and ensures contracts are negotiated and properly executed.

Communicates with local, state and federal aviation, transportation and other officials: communicates with other County departments; communicates with airport tenants, transient pilots, and citizens; and utilizes email, telephone, and letters.

Provides strategic planning and coordination: prepares Capital Improvement Plan; coordinates local, state and federal funding to ensure projects are completed; coordinates with Airport Committee and Board of Commissioners for approval/disapproval of leases, equipment purchases, and various projects;

coordinates with engineering consultants to plan projects and apply for grants; coordinates with FAA and DBE subconsultant to fill out and file DBE program goals and methodology.

Builds public goodwill: builds and maintains website; creates and maintains Facebook page; creates newsletters; creates and distributes flyer; plans events at the airport; and publicizes airport.

Performs other related duties as required.

Minimum Qualifications

Associate degree in a related field required; supplemented by five years of progressively responsible experience in managing and planning airport operations, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Requires light physical effort involving lifting, carrying, pushing, or pulling between 5 to 10 pounds of weight in sedentary light work.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or difference in colors, forms, sounds, colors, textures and/or physical appearances associated with objects, materials, ingredients, and people. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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