

**MAJOR FUNCTION**

This is complex supervisory and technical work involving the daily operation functions of the airport and directing related safety and security issues with air carriers, fixed base operators, tenants, federal and state agencies and airport vendors. Work is performed under the general direction of the Superintendent-Airport Operations, allowing for considerable independent judgment and initiative in the performance of daily tasks. Work is reviewed through inspections, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists the Superintendent-Airport Operations in planning, organizing and supervising daily airside and landside activities. Ensures compliance with Federal Aviation Regulations and directs daily airfield operations with air carriers, tenants, fixed-base operators (FBO's), and other federal, state and local officials as required. Issues appropriate notices to airmen (NOTAMS) when hazards exists and initiates closure of all or parts of the airport, if necessary. Supervises airport safety and security measurers; conducts regular inspections of airport facilities and evaluates operations. Conducts studies relative to airport improvements; explores and develops new sources of airport revenue and cost reduction measures. Coordinates and updates airport certification and security manuals. Collaborates with supervisors on long-range planning for equipment and personnel needs. Coordinates matters relative to air traffic with local FAA office. Acts as on-scene commander during emergencies until relieved by senior management person. Inspects aircraft movement areas; reports discrepancies and follows up to ensure corrective action is completed in a timely manner. Inspects all public areas of roadway, parking lots, and building facilities. Prepares and maintains all required reports relating to field conditions and equipment status. Represents airport management during other than normal working hours. Trains subordinate employees. Recommends the selection, transfer, advancement, and discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Recommends adjustments to the division's annual operating budget. Keeps abreast of general and job specific developments, improvements and innovations. Completes special projects as assigned. Performs relate work as needed.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of airport operations. Considerable knowledge of FAA rules and regulations and FAA Advisory Circulars pertaining to airport operations and noise control. Considerable knowledge of air terminal and airfield maintenance procedures, techniques, and problems. Knowledge of airport management, budgeting and personnel administration. Must possess strong leadership abilities. Ability to plan, assign, train, review and supervise the work of subordinate employees. Ability to prepare reports, analyze data, make procedural decisions, and administer programs. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in aviation management, business or public administration or a related field and three years of experience in airport operations at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-03-91

Revised: 07-25-00

03-27-02

09-15-09\*

10-21-11