



## JOB DESCRIPTION

### Airport Operations & Facilities Manager

Date Prepared: October, 2017

**SUMMARY:** Under limited supervision, the Airport Operations & Facilities Manager is responsible for day-to-day management of all airport operational functions including: security, airport facilities, grounds, and building maintenance; environmental compliance and general aviation programs. The Airport Operations & Facilities Manager will serve as primary liaison with the Federal Airport Administration (FAA) for the purpose of ensuring FAR Part 139 compliance; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include but are not limited to the following:*

- Ensure operational compliance with applicable federal, state, and local laws, rules, regulations, and ordinances.
- Plan, organize, coordinate, direct, train, and mentor subordinate staff in the daily operations of the Airport.
- Manage the airport facilities, grounds, buildings, and infrastructure.
- Manage the airport environmental compliance programs, which include storm water, air quality, and those that are lease directed.
- Manage the commercial drivers and employee safety programs, including the Illness and Injury Prevention Program.
- Serve as the Airport Security Coordinator, as defined by the Transportation Security Administration (TSA).
- Assist in the preparation and monitoring of annual operating budgets.
- Read and interpret construction plans, maps, specifications, and technical manuals.
- Review invoices, project bids, vendor quotes, and approve expenditures.
- Draft project cost estimates and bid documents.
- Manage various projects, including those performed by vendors and contractors.
- Draft, edit, and review grant applications.
- Compile information and write reports for various governmental entities.
- Inspect airport facilities, grounds, buildings, construction sites, and tenant leasehold areas.
- Ensure lease and safety compliance.
- Respond to a wide variety of requests for service, tenant complaints, and emergencies.
- Coordinate Airport activities with the general public, contractors, tenants, regulatory agencies, consultants, other governmental entities, and others.
- Represent the City and the Airport at various public meetings and events.
- Provide staff with technical and strategic direction.
- Assist the Airport Director in coordinating emergency and security exercises.
- Build effective teams and provide efficient customer service.
- Conduct performance evaluations.
- Reward and/or disciplines employees.

- Respond to afterhours emergencies on a 24/7 basis.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's degree in Airport Management or Business Administration or a closely-related field AND five years professional airport operations experience INCLUDING three years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- Principles and practices of public administration, contract and lease administration, construction and project management.
- Effective employee supervision including training, work evaluation, and discipline.
- Daily operations and maintenance practices of a public airport, including FAR Part 139.
- Airport security procedures.
- Airfield and facility maintenance procedures.
- Airport access control system.
- Airport Rules and Regulations.
- Contract compliance management.
- Municipal budgeting and purchasing procedures.
- Modern office equipment including computers.
- Airport Certification Manual and the Rules and Regulations.
- Environmental compliance.
- Safety practices and procedures including confined space entry requirements, lockout/tagout regulations, equipment operations, and airfield safety.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Critical thinking, interpersonal relations, and multi-tasking.
- Selecting, training, supervising, evaluating staff, and coordinating the work of technical personnel.
- Performing administrative duties involving the use of independent judgment, discretion, and confidentiality.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Effectively resolving employee or tenant complaints.
- Effectively managing and resolving conflict or disputes among employees.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, Air Quality Management District, tenants, contractors, suppliers, equipment manufacturers, external public and private agencies/organizations and the general public.
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

- Successful completion of an FAA-endorsed Basic Airport Safety & Operations Specialist School or Pavement Management Course.
- Must maintain airport security clearance and driving privileges.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in both an office and field environment in close proximity to other workers. Duties outdoors require exposure to a variety of environmental conditions such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery, and its moving parts, odors, and dust. Incumbent have the mobility to visit various job sites on an occasional basis, and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and climb ladders at various heights. Incumbent must be able to see within the normal distance and in color with or without correction and have the ability to read printed material. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Must be able to lift up to 50 pounds. Incumbent will be required to respond to emergencies after regular working hours and on weekends. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date