AUBURN
Human Resources

Mgr, Airport Operations

Job Description

JOB INFORMATION

Job Code	EG10
Job Description Title	Mgr, Airport Operations
Pay Grade	TR16
Range Minimum	$59,730
33rd %	$73,660
Range Midpoint	$80,630
67th %	$87,600
Range Maximum	$101,530
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Reporting to the Deputy Director, Airport, the Mgr, Airport Operations is responsible for all facets of airside operations, airport vehicles, and airport facilities not maintained by Campus Facilities. The Mgr, Airport Operations is a managerial level airport administration position requiring extensive professional knowledge and supervisory accountabilities. This position requires a thorough knowledge of airport regulations, and is distinguished from supervisory staff by its understanding of operational standards and safety and security regulations.

RESPONSIBILITIES

- Serves as Airport Safety Officer and develops and maintains the Safety Management Plan. Oversees daily airside operations of Fixed Based Operator (FBO) and airport grounds. Monitors airfield grounds condition daily to ensure a safe environment. Fosters a pro-active culture of safety through oversight and promotion of the Airport’s safety programs. Generates ideas and suggestions toward improving internal processes and procedures.
- Ensures direct reports maintain essential airport equipment such as runway and taxiway lighting, transformers, regulators, and beacon. Submits and follows up with work orders for FBO facilities, vehicles, and equipment to ensure corrective actions are resolved in a timely manner.
- Conducts preliminary investigations of customer complaints, accidents, incidents and/or damage to property. Assists with accident and/or incident recovery, and completes the proper reports. Prepares and submits the findings to the airport administration, and makes recommendations on appropriation resolutions.
- Oversees the training, development, and coaching of Line Service Technicians in accordance with established procedures, including adherence to safety standards; service standards; regulatory requirements; as well as maintaining accurate and efficient processes. Creates and maintains a well-trained, motivated, and efficient Line Service team. Oversees shifts, provides guidance and ensures the team is operating at a high level of safety, efficiency and customer service excellence.
- Develops annual Capital Budget to include fuel and service projects, labor costs, equipment needs, and other relevant budgetary needs. Assists with the preparation of the Capital Improvement Program budget.
- Develops, reviews, and administers Division Budgets for operations and security. Supervises Federal Aviation Agency funded capital improvement projects and building maintenance.
- Performs storm water testing as set forth by the Environmental Protection Agency and the Alabama Department of Environmental Management.
- Administers wildlife management plan and control activities, permit compliance, and reporting.
- Manages the airport's Notice to Air Missions (NOTAMs) program.

RESPONSIBILITIES

- Serves as a member of both the Airport Building and Safety Committees. Attends annual aviation conferences for aviation-related products, exposure, and education.
- Represents Senior Airport Management in their absence.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Aviation Management, Business, Public Administration, Hospitality, or closely related field.	and	5 years of	Progressively responsible experience with Airport Operations, FBO Management, FBO Line Service.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate knowledge of federal, state and local laws including FAA and ALDOT programs, rules, and regulations.	
Demonstrated knowledge, skill, and ability to maintain harmonious working relationships with co-workers, supervisors, customers, and the public.	
Demonstrated knowledge of team-building principles, including, but not limited to, flexibility, working well with others, and continuous feedback.	
Knowledge of airport facility maintenance and services operations to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting				X		50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.