AIRPORT MANAGER

DEFINITION

Under general direction of the GSA Public Services Director, supervises the operation and maintenance of the County’s airport; directs and performs, skilled maintenance work on airport facilities, runways and equipment; directs airport safety and security; provides services for airport clients; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory classification for the organizing, scheduling, assigning, evaluating, and directing the work of airport services and maintenance, and providing technical and skilled assistance as necessary. In addition to oversight of airport maintenance this position is responsible for functions that relate to aviation services and airport operations.

REPORTS TO

GSA Public Services Director and Director of General Services Administration

CLASSIFICATIONS DIRECTLY SUPERVISED

All classifications under the General Services Administration Airport division, including inmates, work furlough personnel and volunteers.

EXAMPLES OF DUTIES

Plans, organizes, directs, and coordinates the activities at the County-owned airport; selects, trains, motivates, counsels, evaluates the performance of employees and implements disciplinary action as appropriate; develops and implements policies and procedures for airport activities; recommends and enforces County and airport rules and regulations; monitors aircraft and automobile traffic and if necessary reports infractions to appropriate authorities; prepares and administers the department’s budget; prepares grant applications for State and Federal funds; ensures the maintenance of systems and records that provide for proper documentation, control and evaluation of operations; monitors and evaluates legislation and other developments related to airport matters and recommends policy and procedural improvements, including security and maintenance; makes presentations before the Board of Supervisors; represents the County in meetings with the public, representatives of governmental and private agencies, professionals, business and
community organizations; projects a positive image of the County airport at all public appearances; generates, plans and implements innovative concepts to promote public use of the airport to increase revenues; pursues economic and business development on airport property that is complimentary to and/or serves the aviation community and increases revenue to the airport; develops long range plans for airport growth and capital expenditure needs to ensure that airport facilities are in place to support growth; establishes emergency and safety procedures for aircraft crashes, aircraft fires, hazardous waste spills and other emergency events occurring on airport (County) property; manages leases as required, including conducting inspections of grounds and facilities; collects rental, lease, and other service fees; keep the airport clean, orderly, and attractive; participates in maintenance and operations duties as required, including performing airport maintenance and refueling services when needed; executes the Storm Water Discharge Program and prepares reports required by it; update required plans that are affected by airport changes, such as Airport Layout Plan and Airport Master Plan; and performs other duties as assigned.

**TYPICAL PHYSICAL REQUIREMENTS**

Ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; use of office equipment including computers, telephones, calculators, copiers and fax.

**TYPICAL WORKING CONDITIONS**

Work is performed in both indoor and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

**DESIRABLE QUALIFICATIONS**

Knowledge of:
- Principles, practices and terminology of aeronautical procedures and regulations, airport operations, maintenance, and services.
- Methods, practices, materials, tools, equipment and supplies used in the maintenance and repair of airport buildings, facilities, and grounds.
- Federal Aviation Administration and State rules and regulations governing airport operations, safety, and pilot procedures.
- Airport security, safety and emergency plans.
- Use of computers and computer applications.
- Modern office methods and procedures.
- Fueling procedures and fuel inventory management.
- Operation of aircraft communication and navigation instrumentation and equipment.

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Ability to:

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• Plan, organize and direct the activities of airport staff and professional and technical support personnel.
• Respond quickly and effectively in emergency situations, coordinating and directing others in emergency situations.
• Provide radio assistance to pilots, including information, weather advisories and emergency response as needed.
• Read and interpret plans, schematics, manuals, blueprints, and sketches.
• Operate and maintain equipment used in the course of the work.
• Understand and effectively interpret Federal, State, local laws, regulations and guidelines.
• Keep accurate records and logs.
• Exercise sound, independent judgment within established guidelines.
• Prepare and present logical, comprehensive and concise reports.
• Analyze and evaluate engineering and technical statistical information, developing sound recommendations with regard to capital improvements and special projects.
• Establish and maintain harmonious working relationships with co-workers, subordinates, representatives of county departments, other governmental agencies, private organizations, contractors, engineers, and the general public.
• Represent the County effectively in meetings with others and make presentations to various groups.

Training and experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

A high school diploma or GED equivalent plus four years of airport operations and maintenance.

Coursework in aviation management is desirable.

Special Requirements:

Special Requirements: Possession of an appropriate California Driver’s License issued by the Department of Motor Vehicles.