

AIRPORT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the safe operation and maintenance of the airport and its property. The incumbent is responsible for all administrative, maintenance, and safety operations of the airport and its property. Work is performed under the general supervision of the Mayor. Supervision is exercised over the work of all other department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews airport inspection reports and conducts inspections of the airport to determine any unsafe conditions;
Monitors and directs the reporting and dissemination of information to airport users concerning conditions at the airport that may affect the safe operation of aircraft;
Oversees maintenance of all airport property such as buildings, mechanical and electrical equipment, runways, taxiways, lighting facilities, and vehicles, including winter snow removal equipment;
Oversees administrative activities including correspondence, payroll, authorization of purchases and overtime;
Oversees and monitors employees to insure compliance with federal regulations;
Plans and schedules work of employees assigned to the airport;
Ensures compliance by aircraft operators of all Federal, State, and local laws and regulations while using the airport facilities;
Maintains liaison with Federal Aviation Administration and other governmental agencies having authority or jurisdiction over airport operations;
Provides ground to air instructions to pilots;
Maintains supervisory control of all aeronautical operations equipment;
Maintains liaison and confers with tenants regarding repairs, contractual matters, compliance with rules and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices and procedures of airport management;
Thorough knowledge of Federal Aviation Regulations;
Thorough knowledge of airport operations, rules and regulations;
Good knowledge of practices, tools and materials used in airport operations;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships;
Ability to keep records and make reports;
Ability to operate trucks and other specialized automotive equipment;
Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration or aviation/airport management or closely related field and two years of experience in an administrative capacity in airport operation; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or aviation/airport management or closely related field and four years of experience in an administrative capacity in airport operation; OR

C) An equivalent combination of training and experience as defined in A) and B) above.

NOTE: Possession of a valid pilot's license may be substituted for six months of the required experience; OR

Possession of a student pilot's license with a minimum of ten hours of introduction to flight accrued may be substituted for three months of the required experience.

R605 9/22/11

NON-COMPETITIVE