

DEFINITION:

Under general direction, manage, direct and coordinate the activities of airport operations, maintenance, janitorial, and administrative staff; perform professional and administrative work related to the planning, directing, and management of airport operations activities; provide highly complex staff assistance to the Airports Manager.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by the Assistant Airports Manager, however incumbents in this classification may perform other related duties as assigned:

1. Direct, oversee, and participate in the development of the airports operations and maintenance work plans.

Measures: Effective and efficient airport operations and maintenance work plans are established and carried out in accordance with departmental goals and objectives.

2. Plan, organize, manage, and direct airport operations and maintenance activities, and supervise assigned personnel.

Measures: Airport operations and maintenance activities are planned, organized and managed in accordance with departmental goals and objectives. Assigned personnel received appropriate direction, training, feedback, and equipment/supplies to properly and safety perform their duties and responsibilities. Performance evaluations are accurate and completed on time. Ensures that employees adhere to City and departmental policies and procedures. Firmly and tactfully enforces policies and procedures.

3. Direct inspection of airport facilities for maintenance, safety, and cleanliness.

Measures: Facilities are maintained and kept clean according to departmental standards and procedures and safety practices.

4. Prepare and maintain airport operations, security, and emergency procedures manuals.

Measures: Manuals are updated on a regular basis in accordance with Federal, State and department standards and procedures.

5. Assist in the preparation and development of policies and procedures. Oversee policies, procedures and schedules to ensure the airport is operated and maintained in accordance with Federal, State, and local regulations.

Measures: Policies, procedures and schedules are developed and carried out in accordance with Federal, State and local regulations.

6. Oversee development of policies, procedures, and schedules to ensure that airport operations and maintenance activities are conducted in accordance with accepted industry practice and standards.

Measures: Conducts airports operations and maintenance activities to acceptable industry practice and standards.

7. Develop work schedules and direct personnel assignments ; monitor work flow and evaluate work products, methods, and procedures.

Measures: Practices effective principles of management. Effective in decision making, problem solving, supervision, and training. Prepares timely, accurate and effective performance evaluations.

8. Direct any required snow removal operations to ensure safe and efficient operations.

Measures: Snow removal is conducted according to Federal and departmental standards and procedures.

9. Coordinate with City Fire Department regarding aircraft rescue and firefighting procedures, equipment, staffing, and training.

Measures: Up-to-date procedures, equipment, staffing and training is available and the aircraft rescue and firefighting operation is conducted in accordance with Federal standards.

10. Manage the airport's NOTAM program.

Measures: Accurate and timely NOTAMs are published.

11. Directly oversee preparation of documents required for obtaining grants and/or low interest loans, Federal and State funding and coordinating same with FAA, State and City personnel.

Measures: Aggressively seeks information on available grants and takes appropriate steps to obtain. Grant and loan documents are submitted in an accurate, timely and thorough manner.

12. Assist with the preparation of the annual Airports budget and work plan. Prepare and submit for review, the budget for operations, maintenance, and janitorial sections; submit cost estimates and justification for capital expenditures; establish specifications for and purchases of equipment; authorize and monitor maintenance and operations-related expenditures.

Measures: Budget documents are accurate, complete, and submitted in a timely fashion. Operations and maintenance budget carried out within budget guidelines.

13. Make recommendations to Airports Manager regarding personnel issues, i.e., hiring, promotions, assignments, rewards, discipline , adjustments to grievances,

Measures: Effective principles of management and supervision are utilized.

14. Act as the Airports Manager in his/her absence.

Measures: Airport management methods, practices and procedures are followed to ensure safe, efficient, and effective airports operations.

15. Act as liaison to airport tenants in matters related to airport operations, maintenance, or construction activities.

Measures: Practices effective communication techniques and utilizes an active listening approach. Tenants and airports work cooperatively and effectively to assure adherence to Federal, State and Local requirements.

16. Attend professional meetings and conferences as assigned.

Measures: Acts on behalf of the City in a professional and knowledgeable manner. Shares information with other staff members.

17. Interact with the Federal Aviation Administration as required.

Measures: Interactions are cooperative and professional and produce sound working relationships.

18. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Federal Aviation Regulations Parts 77, 107, 139, and Advisory Circulars related to areas such as airport operations, maintenance, construction, security, aircraft rescue and firefighting , and the Airport Improvement Program; knowledge of airport operations management methods, practices, and procedures; basic principles of budget preparation and administration; Federal AIP and Grant process; principles and practices of effective management and supervision.

Ability to:

Ability to manage, plan, organize, and direct airport operations-related activities and supervise assigned personnel; prepare and administer a budget; establish and maintain effective working relationships with staff, tenants, and the general public; develop, manage, and enforce rules and regulations; establish and maintain airport operations, security, and emergency programs; communicate clearly and concisely, both orally and in writing, and operate personal computer and

software applications for word processing, spreadsheets, etc.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying: Typical education would include a Bachelor's degree from an accredited college, university or equivalent. C.A.E. or A.A.E. accreditation is highly desirable.

Experience:

Typical experience would include Airport administration management or operations supervisory experience at a certified airport with a wide range of airport operations duties and responsibilities. A typical way to acquire this would be through four years of airport operations management experience at a non-hub or small-hub airport. The needed experience could be acquired at a larger airport if the position(s) held included a wide range of operations duties and responsibilities. The position requires direct experience in the establishment, implementation, and maintenance of airports operations-related policies and procedures, and in grant and project management. One year of supervisory experience is required.

Special Requirements:

Possession of the appropriate valid California driver's license, or ability to acquire one within ten days of appointment.