

Uintah County

Job Description



Title:	Airport Manager	Code:	119
Division:	Airport	Effective Date:	3/07
Department:	Commission	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	32

GENERAL PURPOSE

Performs a variety of **administrative, managerial and general maintenance** duties as needed to ensure efficient and effective operations of the Vernal Regional Airport.

SUPERVISION RECEIVED

Works under the general supervision of the County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to Airport Maintenance Technician, seasonal and temporary employees.

ESSENTIAL FUNCTIONS

Serves as liaison between multiple jurisdictions and agencies, i.e., County, City, Naples, UDOT, FAA, TSA, Fire District, Economic Development District, etc.; manages day-to-day operations and public use of regional airport; provides technical insight and recommendations related to determining airport policies, goals and objectives; receives management directives, formulates implementation options and strategies; evaluates airport needs and recommends short and long range plans to meet needs in all areas of responsibility, including maintenance, expansion, safety, parking, and services.

Serves as TSA authorized safety coordinator; responds to safety issues 24/7; manages safety plan and develops safety processes and procedures in compliance the federal guidelines; acts as ARFF supervisor to facilitate and coordinate airport rescue and fire fighting operations; assures the maintenance of all Nav aids and notices to airmen (NOTAMs) are issued in a timely manner.

Performs as public information officer; responds to various media and public inquiries regarding airport operations, activities, incidents; develops various advertising programs and campaigns to heighten local awareness of airport operations and opportunities.

Attends meetings with fuel distributors, vendors, tenants, airport committee, etc; coordinates and cooperates with the FAA, State Department of Aeronautics, EPA, Consulting engineers and management as needed to maintain effective working relationships essential to the long range development of airport operations; writes grants, pursues various funding sources to finance capital improvements; researches and develops environmental impact statements and related documentation to advance airport certification; works with attorneys to write and negotiate contracts.

Establishes cooperative relationships with businesses connected to the airport and airport properties; enters into contracts for services and use of facilities; monitors compliance with contracts and agreements; assists business as needed to increase opportunities for successful operation for the betterment of the community.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Provides general information services to the public and pilots; decimates information through established channels, i.e., NOTAMs to assure safe departures and landings; provides general education to public regarding aviation and airport operations.

Directs the preparation and development of departmental budget and monitors fiscal controls to assure conformity with established financial constraints; follows established procedures to requisition materials, supplies and equipment; prepares annual statistical reports and makes recommendations for changes in fee structure.

Conducts daily inspections of runways, ramps, fuel supply, equipment condition, navigational equipment and weather reporting equipment; ensures daily operational status of the airfield.

Performs seasonal duties as needed to maintain airport environs; performs snow removal, weed abatement, mowing, etc.; utilizes various hand and power tools in the maintenance of runways, lighting system, and facilities upkeep.

Performs regular office administrative work; receive and receipt payments; deposits cash; posts payments to accounts receivable; maintains hanger leases; purchases fuel and equipment.

Recruits, selects and trains temporary and seasonal staff; conducts staff meetings and educates personnel on rules and regulations; develops work and on-call schedules.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree in Business Administration or related field plus two (2) years of management experience;

AND

B. Four (4) years of experience in an aviation profession performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of general airport management principles and practices; requirements established for the advancement of levels of airport certification; aircraft fueling points; legal environment associated with airport operations and runway/facilities maintenance; EPA regulations and various environmental quality laws related to airport property operation, expansion and construction; safety practices and principles involved in aviation operations; liabilities associated with airport operations and practices; general planning methods, organization communications, etc; budget development and financial management; basic accounting, basic equipment operation.

Considerable skill in the art of diplomacy and cooperative problem solving. Skill in the operation in Air Weather Operating System (AWOS), Unicom Radio, snow plow, tractor/mower, computer and various hand tools.

Ability to plan, coordinate, direct aviation operations; interpret laws, ordinances and regulations common to airport management; keep operating records and prepare reports; compile comprehensive reports; establish and maintain effective working relationships with professionals, regulators, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

Must possess a valid Utah Drivers license. Must be able to attain ARFF certification within six (6) months.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)