



JOB ANNOUNCEMENT

AIRPORT MANAGER

DEPARTMENT: Public Works - Airport	POSTING DATE: December 20, 2011
PAY GRADE: 1025 Exempt	JOB CODE: 3400-504
PAY RANGE: Hourly: \$20.23 - \$25.29	WORK STATUS: Full Time
Annual: \$42,078 - \$52,603	APPLY BY: Open Until Filled

JOB SUMMARY:

Responsible for overseeing the property and daily operations of the airport which includes the maintenance of the airfield, negotiations and communications with tenants, and compliance with all Federal Aviation Administration and Georgia Department of Transportation Aviation Program regulations. Enforces airport policy and safety regulations to protect the quality of life of the community it serves.

MAJOR JOB RESPONSIBILITIES:

- Directs operations and maintenance of the City airport by identifying and then arranging for repair of any deficiencies. Resolves operational problems such as wildlife control, removal of obstructions, and any other threats that could suspend airport operations. Also manages and coordinates special events held at the airport.
- Directs administration of leases and contracts and monitors lease agreements with tenants and meets with them to solve problems, handle special requests, and resolve conflicts.
- Meets and communicates with potential tenants, other potential airport users, and other members of the public to facilitate airport leases, special uses and issues as relates to the airport and airport operations.
- Enforces Federal, State and local rules and regulations by ensuring that the airport is in compliance with rules and regulations; stays abreast of changes required by the FAA and other agencies such as changes in airspace requirements, security upgrades, stormwater requirements and airfield conditions.
- Manages and coordinates with the airport's aviation engineering consulting firm to ensure all FAA and GDOT Aviation requirements and expectations are met.
- Writes and reviews RFPs and bids for projects and serves as the primary contact for consultants working on projects.
- Develops and implements airport budget, revenues and expenditures.
- Collects, analyzes, recommends and reports on data concerning budget preparation, grant administration; approves expenses; monitors income and follows up on delinquent activity.
- Plans and develops capital improvement projects.
- Pursues grants from the FAA, State or any other source to assist in funding of projects; ensures that the city follows the guidelines necessary to secure funds from sources.
- Oversees construction; coordinates with the proper departments within the City in order to complete the project in a timely manner.
- Conducts effective quarterly meeting with the Airport Advisory Committee in order to obtain recommendations and advise on airport operations and future improvements.

- Develops, recommends and implements airport strategic plans to ensure that long and short range goals and objectives are met.
- Attends City Council meetings and prepares presentations for public briefings as required.
- Communicates effectively with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements; prepares agenda and presentation item for committees and City Council.
- Annually reviews and updates as may be necessary the Minimum Standards and Rules and Regulations to maintain effective policies for the airport.
- Responds to emergency situations at the airport on a 24 hour basis including accidents and instrument and equipment malfunctions.
- Implements and modifies the Airport Emergency Response Plan as needed; develops and implements noise abatement procedures; assesses the effectiveness of policies.
- Monitors airport security and implements necessary enhancements.
- Issues and retracts Notice to Airman (NOTAMS) as may be necessary.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in Aviation, Engineering, Business or Public Administration, or a related field; and two years of airport/lease/construction management experience.
- Or the equivalent combination of education and experience.

Licenses and Certifications:

- Private Pilot License desirable.
- Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

- Airport operations.
- Principles and practices of aviation.
- Airport lease agreements.
- Principles and practices of contract negotiation.
- Basic budgetary principles and practices.
- Construction and project management.
- Grant administration.
- Applicable state, federal and local laws, rules and regulations.
- City purchasing policy and process.
- Computer applications related to the work.

Knowledge, Skills, and Abilities: (Continued)

- Write plans, policies, procedures and reports.
- Monitor consultants work progress.
- Locate sources of grant funding.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Apply logical thinking to solve problems or accomplish tasks.
- Understand, interpret and communicate complicated policies, procedures and protocols.
- Communicate clearly and effectively, orally and in writing.
- Speak effectively before public groups and respond to questions.
- Provide appropriate information to the media.
- Respond calmly and make appropriate decisions during emergency situations.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Be on call 24 hours a day.
- While performing the essential functions of this job the employee is frequently required to stand, walk, sit, and talk or hear.
- Ability to distinguish between colors when viewing ATC light gun signals and airfield globes.
- The incumbent's working conditions can be noisy due to aircraft landings.
- While performing the essential functions of this position the employee is occasionally exposed to fumes, airborne particles, dirt, grease, machinery and chemical when out on the airfield or when visiting construction sites.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
