

# AIRPORT OPERATIONS MANAGER

## DEFINITION

Under general supervision, this position is responsible for assessing, evaluating, and coordinating airport operations activities, Airport Rescue, Firefighting (ARFF), safety and security needs. Assist in enforcing airport policies and regulations; acts on behalf of the Deputy Director of Operations and Facilities in his/her absence; and performs related work as required.

## EXAMPLES OF DUTIES

Plans, organizes, supervises and directs operations, conducts training, scheduling and assignments from the Deputy Director. Responsible through a staff of Airport Operations Supervisors and the Noise Abatement/Environmental Compliance Officer for reporting and dissemination of information regarding airport activities and facility conditions, safety and hazards, and information services to the public. Ensures programs are in compliance with regulatory agencies; implements changes or improvements concerning the daily operations of the airfield; continuously monitors skill levels and determines training needs; coordinates, monitors, and evaluates law enforcement, ARFF, air traffic control and snow removal operations; reviews airport regulations; recommends service improvements; works with tenants to gain compliance with federal, state, and county regulations for the safe and orderly operation of the airport; assists in long-term airport planning; acts as liaison with Federal Aviation Administration's control tower, tenants, users, airlines, and airport staff regarding operations; assists in developing the departmental budget; evaluates and recommends changes in ground and passenger traffic at airport; attends public meetings regarding airport operations; coordinates the updating of the Airport Certification Manual, Airport Emergency Plan, Airport Security Manual and Airport Snow and Ice Control Plan; conducts airport exercises and review of emergency plan I.A.W. FAR Part 139; conducts the exercise I.A.W. FAR Part 107; and participates in pre-construction meetings and responsible for safety during airfield construction.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a bachelor degree in airport management, business administration, aeronautical engineering or a related field and a minimum of five (5) years of progressively responsible airport management and three (3) years personnel supervisory experience at an air carrier (Part 139) airport.

Knowledge, Skills and Abilities: Knowledge of management principles and practices as applied to airport operations and maintenance; knowledge of Federal Aviation Administration rules, regulations and advisory circulars affecting airport operations; knowledge of airport construction and equipment; knowledge of effective supervisory practices and principles; skills to communicate effectively, orally, and in writing; ability to plan and carry out airport operations, maintenance, and development programs; ability to select, evaluate and train operations staff; ability to communicate effectively, orally and in writing; ability to establish and maintain effective relationships with various government officials and agencies, employees, tenants and the general public.

Special Requirements: Accreditation from the American Association of Airport Executives (AAAE) and a private pilot's license or air traffic operations experience are preferred. Must be able to obtain a valid Wisconsin driver's license and have access to personal transportation. Must be available nights, weekends and holidays for snow removal and other emergencies/contingencies.