

# AIRPORT OPERATIONS MANAGER - FACILITIES

## DEFINITION

Under general direction, this position is responsible for assessing the airport and industrial airpark repair and maintenance needs, planning and implementing activities to meet those needs and evaluating repair and maintenance projects; manages the parking structure and surface lot parking; assists in enforcing airport policies and regulations; serves as the airport's fleet manager, supervises maintenance, repair and toll booth staff, and performs related work as required.

## EXAMPLES OF DUTIES

Supervises subordinates engaged in maintenance, repair and parking fee collection activities including effectively recommending decisions on hiring, performance evaluation, discipline, probation, grievance adjustment, overtime, assignment of work, scheduling and training; inspects runways, taxiways, aprons, field sod areas, fencing, field lighting systems, roads, parking lots and ramps, hangars, terminal building, airpark warehouses and buildings and equipment/machinery to determine problem areas; meets with airport tenants and users to determine maintenance/repair needs; directs snow/debris removal, cleaning of drains, painting of buildings, lawn/shrub maintenance; enforces airport safety requirements, federal regulations, and security rules; prepares and maintains maintenance/repair records; prepares work and equipment specifications; requisitions materials and supplies; prepares maintenance reports; evaluates completed work; acts as liaison with vendors and public works department; estimates annual maintenance/repair expenditures for budget development; performs long term maintenance and equipment planning; coordinates construction activities with airport/airpark tenants to minimize operational disruptions; manages all aspects of the airport's fleet of heavy equipment, light trucks, vans and specialized equipment including developing equipment specifications, overseeing preventive maintenance and equipment repair and prioritizes equipment use; reviews and enforces all federal and state regulations pertaining to the airport; oversees collection of parking fees; determines airport operational and status changes during snow removal.

## EMPLOYMENT STANDARDS

Experience and Education: Three years experience in either airport operations management with an air carrier airport or large facility buildings and grounds maintenance/repair management (preferably for an air carrier airport), and any combination equivalent to a bachelor's degree in airport or business administration, engineering or related field.

Knowledges and Abilities: Knowledge of techniques and materials necessary to accomplish the maintenance and operational requirements of an all-weather airport; knowledge of federal laws and regulations pertaining to airport operation and maintenance and ability to enforce airport safety requirements and federal regulations; knowledge of the materials, equipment, methods and practices used in maintaining and repairing buildings, building utilities, asphalt and concrete runways, taxiways and ramps, streets, roads, curbs, gutters, sidewalks, culverts, and drains; knowledge of airport snow removal techniques; knowledge of airfield lighting systems; knowledge of the operation and correct usage of construction equipment; knowledge of cement and concrete finishing and of asphalt pouring and rolling; ability to supervise the work of others; ability to operate construction equipment; ability to maintain effective working relationships with superiors, employees, and the general public.

Special Requirement: Possession of or eligibility for a valid Wisconsin driver's license. Must be available nights, weekends and holidays for snow removal and emergency maintenance.