

Town of Montague

JOB DESCRIPTION

Title: **Airport Manager**
Department: Turners Falls Municipal Airport
Reports To: Montague Airport Commission

Revision Date: 7/1/2022
Next Review: 7/1/2023

POSITION SUMMARY

This position is responsible for the overall administrative oversight, vision, planning, coordination and leadership of the Municipal Airport, including the Town-owned and operated FBO; to ensure essential services are provided and maintain the public infrastructure to provide for public safety, health, and welfare; and ensures compliance with federal, state, and local regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Directs the work of and manages the supervisory staff of the Department. Directs and facilitates employee professional development
2. Defines and implements the goals and objectives for department operations through the Airport Master Plan. Recommends current and future potential program needs for the development of the airport, and pursues economic development for the airport property.
3. Develops and maintains airport primary guiding documents and security manuals, including updates.
4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures and standards.
5. Develops, recommends, and implements annual departmental budgets; forecasts necessary funding for staff, equipment, material, and supplies. Monitors budget throughout the year. Identifies and develops future capital improvement projects.
6. Oversees grant administration as it pertains to the airport, including: applications, agreements, compliance, project oversight, accounting, record retention and documentation.
7. Serves as the Airport Security Coordinator. Develops, maintains, implements, and evaluates enforcement of the federally approved security, emergency, and contingency plans; coordinates with Emergency Management to conduct an annual airport safety exercise.
8. Serves on and/or attends various local and regional panels and committees.
9. Negotiates and oversees enforcement of leases and agreements.
10. Collects, maintains, and distributes management information on aircraft movements, enplanements, general performance, and other items.
11. Oversees airport construction and development projects, including; compliance with regulations, leases, construction oversight, accounting, record retention and file documentation.

12. Conducts special research studies and prepares comprehensive reports and recommendations based on findings. Provides technical guidance to aviation issues.
13. Represents the Airport when dealing with public and private agencies and organizations, the media, general public, town administration, Town Council, state and federal agencies and other governing bodies.
14. Receives and handles questions and concerns from the public, elected officials, and town staff pertaining to Airport matters.
15. Responds to emergency situations during and outside of business hours as needed.
16. Provides customer services to include moving planes, fueling, parking, and other services provided by the Town.
17. Provides general maintenance and routine inspection of the fuel farm and controls the purchase and sale of fuel to the customers.
18. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of Federal Aviation Administration regulations, advisory circulars, and state aeronautics regulations as they apply to the maintenance, security, and operation of an airport.
2. Knowledge of the Town's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
3. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques and other mathematical calculations required of this position.
4. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
5. Ability to develop department goals and objectives.
6. Ability to plan, develop, implement, and evaluate projects and programs.
7. Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other documents.
8. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
9. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
10. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
11. Ability to instruct and train in methods and procedures.
12. Ability to organize, assign, and modify the work assignment of others, and effectively manage priorities to meet deadlines.
13. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software including word processing, spreadsheet and database applications consistent for this position..
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
16. Ability to prepare and maintain accurate and concise records and reports.

17. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, and airborne materials.
- Work is generally in a moderately noisy setting (e.g. business office, light traffic), although outdoors work will experience extreme noise conditions.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in aviation management, business administration, or related field OR three (3) years' responsible work experience in aviation management and related field.
- Three (3) years of directly related, progressively responsible supervisory experience.

OTHER REQUIREMENTS

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.