

Montague, Massachusetts

Position Title: Airport Manager

Statement of Duties

Position provides managerial functions for the Airport Department. Responsibilities include managing the overall operation of the Town's airport; ensuring compliance with regulations; conducting inspections; providing for the maintenance and repair of equipment; preparing and submitting reports and documentation; and corresponding with Massachusetts Aeronautics Commission, the Federal Aviation Association and other agencies.

Supervision

Employee works under the administrative direction of the Airport Commission, according to municipal, state, and federal policies and objectives; establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Consults with Commission where clarification, interpretation, or exception to policy may be required. Employee exercises control in the development of departmental policies, goals, objectives, and budgets. Employee is expected to resolve all conflicts that arise and coordinate with others as necessary.

Employee does not supervise others, but coordinates the work activities of volunteers as necessary. The nature of work is subject to fluctuations throughout the year. Increases in workload can usually be planned for in advance. Employee is occasionally required to work outside of normal business hours and/or at night and may be contacted at home in emergency situations. Employee has access to confidential files and lawsuits of the department.

Job Environment

Position requires examining, analyzing and evaluating facts, and circumstances surrounding individual situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Position requires understanding, interpreting, and applying complex federal, state, and local airport regulations. Work consists of the practical application of a variety of concepts, practices, and specialized techniques as they relate to airport management. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances, or evaluating compliance with established airport management functions, as well as the application of a variety of aeronautic principles and practices.

Errors can result in a personal injury/loss, injury to others, delay or loss of service, damage to buildings or equipment, legal repercussions and monetary loss.

Airport Department
Airport Manager
Grade 5 - 360
18 October 2001

Montague, Massachusetts

The position has constant contact with the public in person to perform daily inspections, provide oversight to landside and airside facilities, and patrol grounds. The position has regular contact with other Town Departments and employees, government officials, Airport Commission, professionals, organizations, agencies and vendors to investigate, document, report, negotiate, and generally account for the lawful compliance of state and federal regulations, and applicable user fees. Contact usually occurs at meetings, in person, in writing, via fax or on the phone.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

1. Attends, advises, and participates in monthly Airport Commission meetings, prepares monthly report to Commission, and attends other meetings that pertain to department operations.
2. Monitors area-building activity for airspace or other encroachments.
3. Ascertain and supervise the safe operations of the airport facility.
4. Prepare annual operating and capital budget, present for approval to Airport Commission, present for approval to Town Administrator, Board of Selectmen, and Town Meeting; implement budget in accordance with financial and reporting requirements of the Town.
5. Research and recommends the Airport Improvement, Airport Safety Maintenance Program, and capital improvement program for the facility.
6. Maintain current and ensure compliance with all environmental and historic site requirements.
7. Supervises and assigns volunteers working at the Airport.

Airport Department
Airport Manager
Grade 5 - 360
18 October 2001

Montague, Massachusetts

8. Researches, applies for, and administers grants, ensures compliance with funding requirements, reviews bid documents for Airport Improvement Program (grant) projects; recommends consultants for Commission approval.
9. Develops and maintains effective working relationships and communication with Federal Aviation Administration (FAA), Massachusetts Aeronautical Commission, consultants, and Fixed Based Operator.
10. Maintains, updates, administers and/or enforces Airport Emergency Plan.
11. Conducts annual airport grounds, emergency response, and records inspection with FAA Airport Certification Officer under Part 139.
12. Monitors maintenance and condition of grounds, runways, taxiways, signs, lighting, buildings, and equipment.
13. Files reports and secures all required airport licensing and permits.
14. Responds to emergencies (crashes and incidents), overdue aircraft inquiries, equipment failures, and weather conditions.
15. Issues and/or delete NOTAMs with Flight Service Station, monitors construction activity/airport safety.

Recommended Minimal Qualifications

Physical and Mental Requirements

Employee works in a moderately loud airport facility, and is exposed to outdoor weather, moving mechanical parts, and risk of electric shock up to 2/3rd of the time; high places, toxic or caustic chemicals, fumes and airborne particles, and work with explosives/gas up to 1/3rd of the time. Employee is required to stand, walk, sit, talk or listen/hear, use hands, climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms and smell up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., and occasionally lifts up to 60 lbs. Normal vision is required for this position. Equipment operated includes light trucks, automobiles, light equipment, power and hand tools, office machines, computers, aircraft, and radios.

Airport Department
Airport Manager
Grade 5 - 360
18 October 2001

Montague, Massachusetts

Education and Experience

A candidate for this position should have a Associates degree in business and finance, or a related field from an accredited college or university and two (2) years of airport related experience, or equivalent education and experience. A candidate must have valid driver's license is required, and be able to obtain and maintain a State Airport Manager's license with one (1) year of appointment. A candidate is preferred to be a licensed pilot, with at least a private rating.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Federal Aviation Administration requirements, especially FAR Parts 77, 90, 91, 105, and 139
- MAC regulations and State law governing the authorities and responsibilities of Airport Commissions and Airport Managers, especially C. 90, sections 35-60.
- State and federal grant requirements for airports
- Airport safety
- Aircraft operations and operating areas

Skill in:

- Public relations and communication
- Office procedures, equipment and modern software applications

And ability to:

- Plan and prioritize department objectives and requirements
- Communicate effectively orally and in writing