

Town of Montague

JOB DESCRIPTION

Title: **Airport Operations 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 day to day operations of the Airport. Work may include coordination and planning of the operations at the Municipal Airport, including the Town-owned and operated FBO; to ensure air-side services are provided and public infrastructure is maintained, and ensures compliance with federal, state, and local regulations. Daily inspections as directed by the airport manager, and in some situation acts as the Airport Manager when the manager is offsite.

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. Understands and implements the goals and objectives for department operations through the Airport Master Plan. Recommends preventative and proactive program needs for the development of the airport.
2. Works with the Airport Manager to develop and maintain airport primary guiding documents and security manuals. Meets with security industry professionals.
3. 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.
4. Monitors budget expenditures throughout the year. Identifies and develops future capital improvement projects while keeping within proposed budgeting and timelines.
5. Serves as Assistant to the Airport Security Coordinator. May coordinate with Emergency Management to conduct annual airport safety exercises and public outreach meetings.
6. Serves on and/or attends various local and regional panels and committees.
7. Oversees compliance of leases and agreements.
8. Oversees airport construction and development projects under the directions of the Airport Manager, including; compliance with regulations, leases, construction.
9. Conducts special research studies and prepares comprehensive reports and recommendations based on findings. Provides technical guidance to aviation issues.
10. Represents the Airport when dealing with public and private agencies and organizations.
11. Receives and reports to the Airport Manager on questions and concerns from the public, elected officials, and town staff pertaining to Airport matters.
12. Responds to emergency situations as directed outside of business hours as needed.
13. Provides customer services to include moving planes, fueling, parking, and other services provided by the Town.
14. Provides general maintenance and routine inspection of the fuel farm and controls the purchase and sale of fuel to the customers.

15. Provides technical guidance to aviation issues related to daily operations and field maintenance.
16. Maintains records of equipment maintenance, airfield lighting maintenance, and daily inspections. Oversees outside contractors performing daily / equipment maintenance.
17. 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 management principles and techniques and other mathematical calculations required of this position.
4. Knowledge of small hand tools, gas powered maintenance equipment operations and safety requirements.
5. Knowledge of grounds maintenance and snow removal procedures.
6. Ability to plan, develop and implement grounds maintenance procedures.
7. Ability to develop, interpret, and implement regulations, policies, procedures, written instructions, general correspondence, and other documents for co-op employees and student interns.
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 to act as the Airport Management in the event that the need arises.
10. Ability to adapt and take control of situations, dictating co-op / student intern 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 communicate clearly, concisely and effectively in English in both written and verbal form.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
17. Ability to maintain professionalism at all times.
18. Ability to maintain effective working relationships with individuals within and outside the organization.
19. Ability to maintain confidentiality and discretion regarding airport users, aircraft owners, and transient users.
20. 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 frequent exertion of up to 50 pounds of force; work regularly infrequently requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and 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 noisy setting (e.g. equipment operations, moderate traffic, aircraft engines) although outdoor work may experience extreme noise conditions at times.

MINIMUM REQUIRED QUALIFICATIONS

- High school diploma / GED OR three (3) years' responsible work experience in aviation operations and / or related field.
- Experience in grounds maintenance, municipal job setting, snow removal, and equipment maintenance.

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.