

PULLMAN-MOSCOW REGIONAL AIRPORT CLASS SPECIFICATION

AIRPORT MANAGER

6103

GENERAL PURPOSE:

Plans, organizes, directs and manages the Moscow-Pullman Regional Airport.

CLASSIFICATION SUMMARY:

The Airport Manager is responsible for the operation, maintenance and public relations of the Moscow-Pullman Regional Airport. As such, the Airport Manager develops, directs and coordinates the day-to-day operation and long-term needs of a regional air carrier/general aviation airport according to federal, state and local regulations and responsive to constituent needs. Work is performed under the direction and approval of a nine-member Airport Board representing Whitman County, Washington; Latah County, Idaho; City of Pullman, Washington; City of Moscow, Idaho; Washington State University; and the University of Idaho. The Airport Manager is independently responsible for the efficient, cost effective and safe operation of the airport and tenant, customer and public relations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs, and oversees the administrative and operational functions of the airport; formulates policies, establishes objectives and administers short- and long-range plans to improve airport operations, safety and security protocols and facility maintenance; ensures compliance with applicable Federal Airport Regulations; ensures safe airfield operating conditions; coordinates services to prepare for and meet emergency needs including fire and rescue; identifies and responds to service needs; organizes planning activities under the guidance of the Airport Board; oversees activities of consultants and other contracted service providers.

Directs the administrative functions of the airport, including fiscal management; safety; staffing; personnel policy interpretation and implementation; facility maintenance; and purchasing. Develops, implements and enforces rules and regulations; directs enforcement of safety policies and procedures to protect employees and passengers as well as property and equipment; investigates accidents involving personnel, equipment, or property and initiates appropriate remedial or preventive action.

Oversees the preparation and manages the operational and capital improvement budgets; initiates, coordinates and recommends Capital Improvement Programs for airfield development; monitors and administers the airport operating budget to comply with federal and state accounting requirements; negotiates and executes airport leases and contractual services; manages tenant and customer relations; directs collection of fees, rentals and other charges;

Prepares, submits and administers Grants for airport projects;

Manages and performs, or contracts for the performance of, facility maintenance functions including operation of heavy equipment such as tractors, mowers, snow plows, welders and fire trucks; tests and evaluates emergency policies, procedures, protocols and equipment to ensure they are functionally and operationally effective in meeting any projected or known emergency situation involving aircraft, passengers, or airport facilities; checks runway and taxiway lights; repairs or contacts vendors for repair.

Supervises and trains airport personnel in areas such as airport security, flight safety, ramp security, fire and rescue, snow removal, etc.; maintains training logs, provides additional and/or refresher training as appropriate; evaluates the performance of airport personnel.

Communicates and coordinates regularly with the Airport Board and others as appropriate to maximize the effectiveness and efficiency of interdepartmental operations and activities; prepares agendas, attends Airport Board meetings and prepares minutes of meetings; maintains active and effective working relationships with air carriers, air taxi companies, airport tenants, private aircraft owners, lease holders and state and federal agencies.

Interprets federal, state and local rules and regulations pertinent to the operation and administration of the airport to ensure compliance.

Markets and promotes the airport to businesses and civic groups, general public and other interested parties who use airport facilities such as tenants, passengers, and individuals waiting for arriving or departing aircraft.

Establishes and implements all service standards and general performance standards for the airport; assumes responsibility for supervising the operation, maintenance, and promotion of the airport in order to provide a safe, efficient, and accessible transportation system; responds to passenger complaints and initiates corrective action designed to improve customer relations and service.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Current principles and practices in aviation management, including development and implementation of safety programs involving all aspects of Airport operations;
- Federal, State and local rules and regulations regarding Airport operations;
- Air service needs of the surrounding area;
- Strategic planning for airport development;
- Marketing techniques and strategies for airport services;
- Administration and operation of typical airport functions;
- Cost accounting and record keeping practices.

Ability to:

- Develop, implement and administer effective and efficient airport management strategies, policies, procedures and practices in compliance with Federal, State and local rules and regulations;
- Maintain positive working relationships with tenants and other airport clients;
- Effectively implement airport safety programs;
- Pro-actively plan financial, construction and marketing efforts;
- Communicate effectively and maintain working relationships with State and Federal officials, elected officials, other employees, business organizations, representatives of the media and the general public;
- Prepare and present accurate and reliable reports containing findings, recommendations and conclusions on airport operations and procedures;
- Operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Perform facility and maintenance functions for airport operations;
- Effectively schedule, assign, direct, and evaluate the work of employees and contractors;
- Gather and analyze facts and report information for application, to or for compliance with state/federal grants;
- Present ideas and recommendations effectively in oral and written communications;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's Degree in Aviation, Public Transportation, Public Administration, Business Administration or related field is preferred. Three years of progressively responsible experience in the areas of airport operations and public transportation. Ability to analyze, interpret, and implement appropriate federal/state FAA, DHS, EPA, DOT, DOE and OSHA regulations required. Individuals with current pilot credentials preferred.

TOOLS AND EQUIPMENT USED:

(For a detailed list of tools and equipment used, please refer to a current position description.)

Tractors, mowers, snow plows, fire trucks and other airport maintenance equipment

WORK ENVIRONMENT:

(The work environment characteristics described here 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.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or occasionally standing at a counter for a period of time. However, while performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, snow and icy conditions, hot and dry conditions, and toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

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.

FLSA Classification: Exempt

Adopted: 10/01