

City of Covington Job Posting

Job Title: Airport Manager
Department: Airport
Location: Covington Municipal Airport

Grade Level: 10
Date: 03/01/2024
FLSA: Non-Exempt

GENERAL PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising airport activities, including maintenance, operation, planning and promotion of airport services, projects and programs.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of City leadership.

SUPERVISION EXERCISED

Exercises supervision over clerical, administrative, maintenance and professional staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises division managers and department support staff, either directly or through subordinates.

Determines work procedures, prepares work schedules, and expedites workflow; develops and maintains maintenance schedules and operating standards for aviation facilities, including aprons, taxiways, runways, beacons, and lighting systems.

Develops and implements policies and procedures related to airport operations, safety and maintenance; drafts and revises airport policy and procedure manuals regarding emergency procedures, minimum safety standards and operating procedures.

Issues written and oral instructions.

Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.

Maintains harmony among workers and resolves grievances.

Prepares composite reports from individual reports of subordinates.

Adjusts errors and complaints.

Prepares and documents budget requests; administers adopted budget in assigned area of responsibility; prepares financial and statistical records and reports to reflect the status of airport operations and finances.

Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the airport, including airport development and improvement projects.

Evaluates airport needs and formulates short- and long-range plans to meet needs in all areas of responsibility, including maintenance, operations, safety and promotions.

Responds to public or other inquiries relative to department policies and procedures. Evaluates issues and options regarding airport operations and makes recommendations.

Maintains regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding airport activities and services.

Maintains cooperative relations with other governmental agencies in establishing and enforcing regulations governing the use of the airport; monitors inter-governmental actions affecting airport activities.

Supervises and monitors the use of airport facilities by tenants, concessionaires and patrons, including ground operations, passenger and baggage screening, emergency operations, maintenance and related activities.

Maintains records of fuel and other supplies sold or used.

Interprets flight safety and other flight and airport use regulations for the public; enforces airport regulations and assures compliance with a variety of local, State and Federal laws and regulations related to airport operations.

Supervises grounds and facilities maintenance; coordinates improvements or changes to facilities and equipment.

Inspects airport grounds, facilities and equipment, and notes maintenance needs, safety hazards and other problems; initiates corrective actions and follows-up as necessary.

Assesses a variety of emergency situations requiring airport closure or altered operations such as snowplowing, ice removal or other extreme weather conditions, bomb threats, fire, crashes or other emergencies; coordinates fire, crash and rescue procedures.

Coordinates the development and negotiation of airport leases, contracts and agreements, including those with private companies, commercial air carriers and government agencies for the rental of airport facilities including hangars, building space, airport service and concessions.

Performs related duties as required.

PERIPHERAL DUTIES

Participates in the repair of airport buildings, equipment, and vehicles.

Processes airport accounts receivable; calculates tenant and concession receivables; prepares and distributes invoices; collects and reports receivables; collects past due accounts.

Serves as an airport security officer.

Provides back-up for related positions as assigned.

Serves as a member of various employee committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in aviation, business or public administration or a related field; and

(B) Minimum of three years airport experience, including at least one year in facility management; or

(C) Any equivalent combination of education and experience, with additional experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of airport operations, practices and methods as applicable to a municipal setting; Considerable knowledge of applicable local, State and Federal policies, laws, and regulations affecting airport activities; Working knowledge of emergency procedures and aircraft firefighting techniques; Considerable knowledge of facility leasing and contract negotiation and administration.

(B) Skill in airport facility maintenance management; Skill in budget preparation and execution; Skill in public relations; Skill in use of the listed tools and equipment.

(C) Ability to communicate effectively, orally and in writing, with employees, concessionaires, tenants, other governmental agency representatives, public officials and the general public; Ability to plan, organize and direct the operation and maintenance of an airport; Ability to read, interpret, apply and explain rules, regulations, policies and procedures; Ability to maintain a variety of airport related data and information, and to prepare accurate and meaningful financial and statistical records and reports; Ability to train, supervise and evaluate subordinate staff.

SPECIAL REQUIREMENTS

(A) Must possess a valid State driver's license or have the ability to obtain one prior to employment; (B) First Aid and CPR certification is preferred but not required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The principal workstation is an office setting. Considerable outdoor work is required in the inspection of various airport facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to hear or talk. The employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate in an office setting, and moderate to noisy during field operations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.