

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Airport Director**
Department: **Airport**

FLSA Status: Exempt
Union Status: Non-represented
Updated: February 2015

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This is a management position responsible for overseeing all aspects of the city's Chehalis-Centralia Airport and performing as a key member of the city's management team. The Airport Director performs essential and complex administrative duties overseeing all operational and administrative facets of airport operations as well as marketing and development of airport commercial properties.

SUPERVISION RECEIVED:

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

SUPERVISION EXERCISED:

The position exercises appointing authority (with City Manager approval) and supervisory responsibility over all Airport Department personnel, either directly or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Accountable for all activities needed to ensure safe, effective and efficient airport operations and department performance.

Plans, organizes, directs, and evaluates activities and assigned tasks in order to achieve goals within available resources; selects, assigns, develops, motivates, and evaluates department staff; reviews results and directs changes as needed.

Develops, coordinates and implements the Airport Capital Improvement Plan, Master Plan, Layout Plan and Airport Surface Overlay.

Prepares and oversees department policies and standard operating procedures to ensure effective and efficient operations and records systems.

Provides leadership and training for all airport personnel. Promotes and maintains staff morale and discipline, guides and assists subordinates in performance of duties, conducts performance evaluations, responds to complaints and addresses grievances.

Ensures compliance with airport standards and directives, FAA, federal, state and local laws, department and city policies and procedures, collective bargaining agreements and legal requirements. Maintains appropriate records and documentation. Administers required Federal Aviation Administration training for staff and tenants regarding airport regulations and policies.

Serves as Airport Security Coordinator and updates Airport Security Plan as required. Inspects aviation and building facilities for compliance with safety and security procedures, enforces rules and regulations and represents city in Transportation Security Administration audits.

Coordinates Airport Emergency Plan, serves as primary contact with FAA inspectors and coordinates compliance inspections. Issues, cancels, and amends Notices to Airmen (NOTAMs) to communicate airfield conditions. Manages Wildlife Hazard Management Plan and Snow & Ice Control Plan to reduce risks for airport users.

Regularly prepares and presents reports and makes recommendations to the City Manager and City Council regarding progress and results achieved related to city goals and department activities and issues.

Responsible for the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors and maintains expenditures within budget guidelines and assures bid procedures are followed.

Evaluates and plans for the acquisition and replacement of the department's vehicles, other capital equipment, facilities, and space.

Oversees grant application and administration, bidding, contractor review and selection, and construction and airport improvement project management for the department.

Under City Manager's direction, markets and coordinates the purchase and leasing of commercial properties owned by the airport. Coordinates development activities with City Attorney, Community Development, Public Works and other city departments as appropriate.

Establishes and maintains effective working relationships with tenants, business and property owners, other agencies, co-workers, officials and the general public. Communicates with tact, discretion, courtesy and respect. Maintains required confidentiality and discretion.

Responds to and resolves complex and sensitive service requests and complaints, meets with and discusses matters with other department directors and managers, public officials, business representatives, community groups and citizens.

Responds to alarms and may direct or support activities at the scenes of incidents or emergencies.

Oversees leasing of airport hangers and spaces. Addresses issues involving airport users and/or tenants. Markets, implements and administers special events to promote the Airport. Represent the Airport at professional and related meetings, seminars and conferences.

Represents the department in the community, including through the news media; communicates programs and policies to community groups and the general public.

Coordinates department activities with other city departments, federal, state, county, and local agencies and groups having service and jurisdictional interactions with the Airport Department.

Maintains composure and takes responsible action during a wide variety of situations, including emergencies and urgent conditions.

Participates with other departments in the development or update of the city's general Capital Improvement Plan and other comprehensive system-specific plans as required by various federal and state regulations.

OTHER JOB FUNCTIONS:

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Serves and participates as a member of the city's management team. As directed, may participate in various committees and community organizations.

Attends city council and other meetings, conferences and events as necessary, including meetings held before or after normal business hours. Travels within the city as well as out of town to conferences or training.

Must be readily available at all times to respond to problems and emergencies. May require long work hours, weekend work and extended stays at work, particularly in response to emergency events.

Follows all applicable safety rules and procedures.

Reviews professional literature and remains current on developments related to airport operation and commercial property development.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the City Manager.

REQUIRED QUALIFICATIONS:

Education and Experience:

A bachelor's degree from an accredited college or university with major coursework in Aviation Management, Public Administration, Business Administration, Engineering or related field is required; and

A minimum of 4 years of increasingly responsible experience in airport operations and/or aviation, at least 3 of which involve experience in mid-level management or above, and

Evidence of ongoing professional training (classes, professional seminars or conferences, etc.).

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy background investigation.

Wildlife management efforts may involve the possession and/or operation of firearms, therefore individuals who are legally prohibited from possessing and/or operating firearms are not eligible to hold this position.

Current certification from the American Association of Airport Executives (AAAE) in the Certified Member or the Accredited Airport Executive program are highly desired but not required.

Knowledge Of:

Thorough knowledge of the principles and practices of airport management and airport industry standards, personnel supervision and development, airport planning and organization, budget management and grant administration.

FAA and TSA regulations that govern airports, FAR Part 139, FAR Part 77, TSR Part 1542.

Airport operating procedures including aviation terminology and technology, aircraft operations, emergency procedures, security procedures and wildlife management.

Legal requirements, regulations, and laws applicable to airports in the State of Washington.

Skilled In:

Effective team management and the ability to mentor, train and supervise personnel.

Operation of listed tools, equipment and computer including extensive use of Microsoft products (Word, Excel, PowerPoint and Outlook).

Ability To:

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups.

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Act quickly, decisively and calmly in emergency situations.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Perform the physical demands and essential duties and responsibilities described.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Motor vehicles, personal computer including word processing software, telephone, portable, air-to-ground and base radios, cellular telephone and personal protective equipment including face, eye and hearing protection.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, airport and shop setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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 at the Chehalis-Centralia Airport in an office and shop environment with frequent travel to Airport facilities, city offices and facilities. Occasional visits to construction sites and/or maintenance operations may be required. Work may be conducted near machinery and moving parts, and in high or precarious places. May be required to respond to incidents in all weather conditions, including temperature extremes, during all hours of the day and night.

The noise level is generally that expected in a typical office/shop environment but will vary at other locations. Occasionally works in areas with exposure to loud aircraft noise and/or exhaust fumes and may be exposed to aviation fuel. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards may be encountered while visiting other locations.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.