



City of Watsonville

Job Description

JOB TITLE: Airport Operations Manager

DATE APPROVED:

DEPARTMENT: Municipal Airport

SUPERSEDES: N/A

REPORTS TO: Airport Director

SUPERVISION: Airport Operations Supervisor and others as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

Plans, organizes, directs and manages functions and responsibilities required for the safe operation of the airport's four key operational areas: Airside, Landside, Security and Terminal.

These four areas include general aviation aircraft movement and non-movement areas; emergency planning, wildlife management, noise monitoring, all public/employee parking facilities, security compliance, access control/CCTV and maintenance equipment, and resource allocation.

This position requires coordination with Federal, State, and Local agencies/service providers. This job class is responsible for direct management of the Airport Operations Supervisors and Specialists for successful day-to-day and long term operations of the Municipal Airport.

DISTINGUISHING CHARACTERISTICS

This job class functions at the mid-management level and requires a thorough knowledge of General Aviation airport airside and landside operations, airport facility maintenance support methods, materials, procedures for management of movement and non-movement areas, on-going maintenance of lighting, signage, markings, and infrastructure are properly installed and maintained per Federal Aviation Administration standards and guidance.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manages Airport Operation Supervisors to directs, plan, organize and coordinate day-to-day operations of the airport.
- Coordinates the review and approval of construction projects and specifications as they apply to Airport Operations
- Makes recommendations concerning Airport Operations policies and procedures.
- Coordinates rescue and post-accident recovery operations.
- Enforces Federal, State, and local rules and regulations governing airport operational use.
- Assists in the preparation of City ordinances in support of Airport Operations.
- Prepares the airport operations budget
- Establishes directs, publishes and maintains standard operating procedures;
- Organizes, directs, schedules, trains, and formally evaluates the work of an Airport Operations crews

- Acts as liaison between members of Federal agencies, fixed base operators, airport users and the public relative to various phases of airport operations.
- Directs the preparation of daily inspection reports and log entries; analyzes and reviews operational and activity reports.
- Opens and closes airport to aircraft operations based upon conditions and safety issues.
- Provides customer service to the public (i.e., directing users, listening to and reporting complaints, etc.)
- Investigates and resolve tenant concerns and complaints

EMPLOYMENT STANDARDS

Knowledge of:

- general Aviation Airport Operations infrastructure
- federal Aviation Administration (FAA), and State regulations concerning commercial and private use of airport facilities
- mobile aircraft fueling, fuel storage, self-service fueling and handling facilities
- principles, practices, methods, tools, and equipment used at the Airport
- preventative maintenance and safety inspection practices
- safe operation of tools and equipment for ordinary and emergency use
- principles and practices of lead direction and training
- proper techniques and principles of Storm Water Pollution Prevention Programs (SWPPP)

Ability to:

- use sound independent judgment within general legal, policy and procedural guidelines.
- prepare accurate and effective reports, policies, procedures and other written materials.
- manage and direct Airport Operations Specialists to ensure daily operations and maintenance of a municipal airport to include the identification and resolution of problems associated with operations and maintenance.
- supervise, delegate work to subordinate employees, monitor and evaluate work assignments, and model leadership abilities for staff; foster team environment
- prepare and administer an Airport Operations budget.
- manage and interface with airport tenants; manage and resolve a wide variety of issues and situations.
- coordinate and cooperate with other City employees.
- communicate clearly and concisely, both orally and in writing.
- research, investigate, report and resolve situations and issues at the lowest level possible.
- be decisive and accept responsibility for work assignments.
- interpret and apply Federal, State and local policies, procedures, laws and regulations, including General Plans and Airport Master Plan, ordinances, and any other related jurisdictional codes and regulations.
- use a personal computer, including modern programs, software and cloud-based technology.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting
- Standing and walking on level and uneven surfaces

- Reaching, twisting, turning, kneeling, squatting and stooping
- Working in various weather conditions outdoors
- Working indoors in various conditions (i.e. dusty, humid, moist, cool, and noisy)
- Ability to sit in front of a computer for prolonged periods
- Ability to generate presentations and marketing material
- Ability to hear and provide radio, phone and personal service
- Ability to lift, drag and push display boards, folding tables, presentation materials, files and documents weighing up to 25 pounds
- Ability to work in odorous, around fumes, noisy, dusty, and slippery conditions inspecting airfield grounds and infrastructure.
- Working and walking around heavy equipment, tools and machinery
- Ability to drive motorized vehicles
- Walk on uneven surfaces
- See and hear in the normal visual and audio ranges with or without correction

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in Aeronautics, Aviation Business Administration, Aviation Safety Systems, or a related field; plus, two (2) years of management/supervisory experience in an airport environment.
- Above Bachelor's degree may be substituted with an associate's degree from an accredited college or university in Aviation Business Administration, plus, four (4) years of increasingly responsible management experience in a public agency; with two (2) years' experience as an Airport Operations Supervisor.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Requires AAAE's Basic and Advanced Airport Safety and Operations Specialist certification
- Requires AAAE's Airport Certified Employee (ACE) Operations certification.
- AAAE's Certified Manager's (CM) designation highly desired