

City of Salem
CLASS SPECIFICATION

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| CLASS. TITLE: | Airport Operations Manager | CLASS. CODE: 0690 |
| DEPARTMENT: | Community Development | FLSA: E |
| REPORTS TO: | Airport Administrator | DATE: 7/1/2002 |

Job Summary:

Manages all airport operations and maintenance functions in accordance with all Federal and State regulations and City ordinances at the Salem Municipal Airport.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, controls, organizes and directs all functions of airport operations and maintenance for Salem Municipal Airport.
2. Maintains certified in a secure manner for operations to function in a safe manner, avoiding loss of life.
3. Prepares maintenance plans, coordinates projects with other city departments; follows Chapter 9, 125 guidelines.
4. Prepares and administers airport budget, tracks and revises budget as needed through City Council. Prepares capital improvement plans with the City, State and Federal Government.
5. Performs administrative work in preparing plans for operations and facilities maintenance; develops and prepares technical documentation for and acquires Federal and State grants.
6. Interacts with community groups and subcommittee on airport related issues; prepares staff report to Advisory Commission and City Council.
7. Holds role of Project Manager for Federal and State Grant projects performed at Salem Municipal Airport. Prepares technical report for FAA approval.
8. Supervises work managing the operation, maintenance and construction of the Salem Municipal Airport; prepares performance evaluations for Maintenance Personnel; critiques and counsels when needed; and hires maintenance personnel.
9. Plans, develops, and administers the Disadvantaged Business Enterprise Plan, Wildlife Hazardous Management Plan, Environmental Plans and Airport Certification Manual.
10. Develops, administers and keeps a current airport security plan for certified air service airport. Maintains master plan and revises when necessary; and develops and maintains Exhibit A Airport Property Map.
11. Acquires equipment for airport operations/maintenance.

Important Job Functions

1. Develops technical training documents for airport staff, tenants and contractors operating on airfield.
2. Develops bid specifications for RFP projects on Airport; selects airport consultants for air service and FAA airport improvement plan projects.
3. Attends meetings and various training seminars and conferences as required.
4. Performs other duties as required by the Airport Administrator.

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MATERIAL AND EQUIPMENT USED:

- Computer systems
- Calculator, adding machine
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, scanner, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Aviation Management, Aviation Administration or related field; and,
Two (2) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Accredited Airport Executive (AAE) desirable
- Pilots License desirable

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal Aviation Regulations.
- Real estate and environmental issues.
- Financial and project management.
- Advisory circulars and airport safety concerns.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate interpersonal relations and public speaking.
- Plan and organize.
- Supervise work and personnel.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 10 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.