

City of Sullivan Job Description

Airport Manager

General Purpose of Position

Supervises, manages, plans, organizes, and directs the operations, maintenance, and administrative activities of the Sullivan Regional Airport; performs related work as required.

Major Duties and Responsibilities

General Duties

- \$ Manages and oversees the daily operation, maintenance, and administration of the airport facility which includes planning, organization, and supervision to assure safe and efficient operations
- \$ In conjunction with the Street Commissioner, interprets and enforces federal and state rules and regulations governing the Airport
- \$ Enforces airport rules and regulations and minimum operating standards
- \$ Promotes the airport development through marketing activities to maintain existing tenant base as well as to attract and build the tenant base through ongoing development of the airport
- \$ Performs all work duties and activities in accordance with City policies, procedures
- \$ Works in a safe manner and reports unsafe activity and conditions. Follows city-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in appropriate policies or regulations.

Maintains airport hangar and lighting system

- \$ Change transformers when needed
- \$ Replace light bulbs for taxiway, runway and hangar
- \$ Repair and maintain hangar doors as needed
- \$ Checks hangars for safety, including hazardous materials
- \$ Oversees all construction and maintenance projects

Performs maintenance on all vehicles and equipment

- \$ Completes safety checks on a regular basis
- \$ Checks and changes oil as needed
- \$ Grease and lube vehicles as scheduled

Develops and manages airport budget

- \$ Works with Street Commissioner throughout budget process
- \$ Makes presentations and provides staff support to Airport Board as needed
- \$ Purchases supplies and inventory according to City policy and budget

Assists the Street Department in all aspects of street maintenance

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Non-exempt
Department	Street
Immediate Supervisor(s)	Street Commissioner
Frequency of supervision	Weekly for reporting purposes
Number of supervised employees	0
Number of employees overseen or directed	0
Type of work schedule	Regular hours, year around
Frequency of overtime	Rarely
Frequency of night work	Rarely - for snow removal
Shift position	Not applicable
On call status	Only for emergencies
Percentage of work indoors	5%
Percentage of work outdoors	95%, in all types of weather conditions
Types of accountabilities	Budgetary, Legal, Safety
Exposure to chemicals/hazardous materials	Frequent
Applicable chemicals/hazardous materials*	Exhaust, diesel fuel, gasoline, pesticides and herbicides
Average stress level of this position	Average
Physical work associated with this position**	Equipment operation, climbing, bending, stretching, moderate lifting, and carrying

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid driver's license.

Education and Experience

The person in this position is required to have a high school diploma or its equivalent. Some previous experience in equipment operation and landscaping is preferred.

Knowledge, Skills, and Abilities

Knowledge

- \$ Airport operations and maintenance
- \$ Lighting systems for taxiway and runway
- \$ Procedures to maintain vehicles and equipment
- \$ Proper grammar and the use of English in speaking and writing
- \$ Computer operations and applications, including word processing and spreadsheets
- \$ OSHA standards and regulations concerning employee safety
- \$ Federal and state statutes concerning the work of the department
- \$ Mathematical skills, including addition, subtraction, division, and multiplication
- \$ General functions and operations of municipal government
- \$ Federal, state, and local regulations pertaining to airport management and operations
- \$ Airport operations, maintenance and security
- \$ Emergency response procedures related to aircraft accidents and procedures for notification to regulating authorities
- \$ Radio communication procedures and techniques
- \$ Federal Aviation Administration (FAA) rules and regulations
- \$ Supervision and evaluation techniques.

Skills and Abilities

- \$ Use various types of equipment, including chainsaws, sprayers, and weed eaters
- \$ Install signs accurately and properly
- \$ Maintain equipment and vehicles
- \$ Examine equipment and determine what is causing a problem
- \$ Prioritize daily work flow
- \$ Work as a team member with other employees
- \$ Communicate effectively with other City employees, both oral and written
- \$ Work autonomously when necessary

- § Handle multiple tasks simultaneously with frequent interruptions
- § Deal with others in a professional manner
- § Maintain professional composure in heated situations
- § Implement and follow Departmental and City policies and procedures