

City of Fernandina Beach
Job Description

DLM
City Manager Approval
9/20/18
Date

Title: Airport Operations Manager
Department: Airport
FLSA Status: Exempt
Reports to: Airport Director
Pay Grade: 134

Minimum Qualifications:

- A. Education and Experience:
High School Diploma or GED required. Five years' experience in a supervisory capacity at an airport with a strong record and leadership in aviation operations and airport development. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
Valid Florida Drivers' License required.
- C. Knowledge, Abilities, and Skills:
Excellent interpersonal skills and oral and written communication skills required.

General Description:

Responsible for administration and general operations, financial accountability and budget preparation, revenue generation, marketing, public relations, assists with capital improvement planning and development, maintenance of airfield infrastructure and equipment, airport security, and risk management.

Essential Functions:

1. Plans and implements a comprehensive program for the general maintenance, repair, and operation of Airport grounds, facilities, and equipment.
2. Inspects Airport grounds, facilities, and equipment to determine repairs, replacement, or improvements needed.
3. Serves as primary liaison with airport tenants, vendors, and users. Handles tenant / user administrative responsibilities: annual renewal (and rate adjustment), insurance coordination, permit requirements, etc.
4. Ensures compliance with FAA, FDOT, and other government agencies regulations/standards regarding airport activities.
5. Performs mowing operations using mowers/tractors; operates various grounds-keeping, construction and maintenance equipment as required.
6. Investigates violations of aerial or ground traffic regulations, reviews investigation reports, and recommends actions.
7. Responsible for Airport access program.
8. Assists with the development of the airport proposed fiscal year budget and effectively manages budget and control expenses related to the airport. Assists with RFP's and accounts payable items related to the airport.

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9. Assists with the operation of airport facilities and other auxiliary operations/buildings.
10. Complies with OSHA Safety and Health rules.
11. Assists in the management of airport capital projects, including oversight of outside consultants and contractors performing authorized airport project work.
12. Assists with the formulation and implementation (monitoring/enforcement) of airport rules and regulations, airport minimum standards, and procedures as related to the airport operation.
13. Assists with research and generation of new revenue sources for the airport.
14. Assists the Staff liaison for the Airport Advisory Commission.
15. Inspects or reviews inspection reports of airport facilities including airfield pavement; buildings; beacons and airfield lighting; and airport equipment to determine repairs, replacement, or improvements needed.
16. Coordinates activities of personnel involved in repair and maintenance of airport facilities and equipment to minimize disruption of airport operations and improve efficiency.
17. Assists with formulating safety procedures for use in event of aircraft accidents, natural disasters, or other emergencies and coordinates as appropriate with government agencies.
18. Handles through FAA proper notification of airfield capability (AFD updates, 5010 updates, NOTAM, etc.).
19. Coordinates special events as related to the airport.
20. Attends and participates in administrative meetings as required.
21. Performs other duties as assigned.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions:

Occasionally works in an office environment; however, outside work is primarily required as part of the review and evaluation of airport needs and operations.

Key Competencies: Integrity, Business Acumen, Professional Knowledge, Analysis, Attention to Detail, Interpersonal Skills, Communication (oral and written).