

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

AIRPORT MANAGER

Department: Parks & Recreation - Airport
Pay Grade: 113
FLSA Status: Exempt
Job Class: 1118
Risk Code: 7403

JOB SUMMARY

Responsible for the management, administration, planning, development, and operating activities of the County airport, grounds, and facilities. Responsibilities include administrative functions, maintenance, security, inspection, development operations, and enforcement of county ordinances and FAA/FDOT regulations, safety regulations governing the operations of the airport, and responsibility for the safety of life and property in connection with the use of this facility.

ESSENTIAL JOB FUNCTIONS

- Manages all aviation and non-aviation activities for the Marion County Airport and surrounding airspace.
- Manages all revenues, expenditures, purchases, and payroll for the airport directly or through subordinate staff.
- Develops annual airport budget. Maintain operations, equipment, and resources within an approved budget. Processes budget line expenditures and resolves outstanding funding needs.
- Reviews and formulates site plans and Capital Improvement Plans.
- Formulates policies and operational provisions associated with the direction of the airport.
- Directs operations of site according to state and federal regulations.
- Reviews engineering plans associated with projects at the site.
- Promotes and develops the financial growth of the airport and collects various fees.
- Plans airport development in order to provide efficient service to the facility's users.
- Performs routine inspections of facilities to determine maintenance requirements, ensures maintenance of the facility, and assists with aircraft fueling operations and maintenance as necessary.
- Contacts and works with appropriate department for repairs out of the scope of normal service.
- Maintains close liaison with the FAA/FDOT and represents the airport with other agencies.

- Works directly with federal (Federal Aviation Authority) and state (Florida Dept of Transportation) agencies for safety issues, regulation compliance, and sponsorship funding.
- Researches and writes grants to support revenues and infrastructure.
- Assists the Director with the Airport's Master Planning Process, Business Plan & Strategic Plan.
- Attends, chairs, and conducts a variety of meetings when necessary. Serves on committees as requested and makes presentations to the Board as requested.
- Maintains customer relations for all home-based pilots and thousands of transient aircrew and passengers.
- Represents the department and makes oral presentations at meetings, inter-agency meetings, conferences, and other events.
- Maintains current knowledge of legislative trends and developments in the industry for application to regulatory compliant airport operations.
- Notifies proper emergency response organizations and provides assistance and coordination in the event of an emergency.
- Responds to aviation related emergencies both on and off the Airport property. May be responsible for initial firefighting or medical efforts.
- Provides notification to the FAA and NTSB. Gathers initial investigative details, as appropriate.
- Serves as the designated airport owner representative on behalf of the Marion County Airport.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, ~~or~~ by phone contact or electronic communications.
- Operates aircraft towing equipment to move aircraft to alternate airfield locations and in and out of hangars. Secures aircraft with indoor or outdoor procedures.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for directly and regularly supervising work of a relatively small number of employees with ~~no~~ indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Aviation or Management or relevant technical field or equivalent; and six (6) years' related experience in aviation with three (3) years' supervisory experience or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- FAA-Pilot Certificate required.

- Current flight medical and current flight review (formally BFR)
- Certification by the American Association of Airport Executives, or equivalent preferred.
- Required to acquire and maintain First Aid/CPR certification (training provided).
- Subject to background investigative efforts IAW Department of Homeland Security.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret most complex documents.
- Ability to communicate and present information to other employees, management staff, public groups, and/or boards.
- Ability to communicate effectively on aviation radio equipment.
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs.
- Ability to function independently in matters of code, rules, policy, analysis, accounting systems, or technical systems.
- Knowledge of legislative trends and developments in the industry for application to regulatory compliant airport operations.
- Knowledge of the methods, materials, tools, and equipment used in the maintenance of airports facilities.
- Knowledge of the proper and safe use of automotive and power equipment used in grounds and facilities maintenance and OSHA standards and requirements.
- Ability to read blueprints, prepare grant applications, and prepare bid specifications.
- Ability to prioritize tasks, conduct multiple projects and programs, and meet multiple deadlines.
- Ability to maintain pilot currency (both regulated medical and flight reviews).
- Ability to communicate effectively verbally and in writing.
- Ability to remain calm in stressful situations
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is both sedentary and active which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, taste or smell; will regularly be required sit, use hands and finger, handle, or feel; and will frequently be required to stand, walk, talk, or hear. Will be required to climb ladders and operate on elevated positions

sometimes without railing. Sight, hearing and splash protection equipment may be required for some tasks.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor Airport environments including all-weather conditions. While performing the duties of this job, the employee will be exposed to loud noise, fuel vapors, exposure to jet engine blast and high-speed propellers; will occasionally be required to be exposed to high and precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.