
Auburn University Job Description

Job Title: **Mgr, Airport Operations**

Grade TR17 \$58,700 - \$105,700

Job Code: **EG10**

FLSA status: Exempt

Job Family: Transportation

Job Function: Aviation Maintenance

Job Summary

Reporting to the Deputy Director, Airport, the Mgr, Airport Operations is responsible for all facets of airside operations, airport vehicles, and airport facilities not maintained by Campus Facilities. The Mgr, Airport Operations is a managerial level airport administration position requiring extensive professional knowledge and supervisory accountabilities. This position requires a thorough knowledge of airport regulations, and is distinguished from supervisory staff by its understanding of operational standards and safety and security regulations.

Essential Functions

1. Serves as Airport Safety Officer and develops and maintains the Safety Management Plan. Oversees daily airside operations of Fixed Based Operator (FBO) and airport grounds. Monitors airfield grounds condition daily to ensure a safe environment. Fosters a pro-active culture of safety through oversight and promotion of the Airport's safety programs. Generates ideas and suggestions toward improving internal processes and procedures.
2. Ensures direct reports maintain essential airport equipment such as runway and taxiway lighting, transformers, regulators, and beacon. Submits and follows up with work orders for FBO facilities, vehicles, and equipment to ensure corrective actions are resolved in a timely manner.
3. Conducts preliminary investigations of customer complaints, accidents, incidents and/or damage to property. Assists with accident and/or incident recovery, and completes the proper reports. Prepares and submits the findings to the airport administration, and makes recommendations on appropriation resolutions.
4. Oversees the training, development, and coaching of Line Service Technicians in accordance with established procedures, including adherence to safety standards; service standards; regulatory requirements; as well as maintaining accurate and efficient processes. Creates and maintains a well-trained, motivated, and efficient Line Service team. Oversees shifts, provides guidance and ensures the team is operating at a high level of safety, efficiency and customer service excellence.
5. Develops annual Capital Budget to include fuel and service projects, labor costs, equipment needs, and other relevant budgetary needs. Assists with the preparation of the Capital Improvement Program budget.
6. Develops, reviews, and administers Division Budgets for operations and security.
7. Supervises Federal Aviation Agency funded capital improvement projects and building maintenance.
8. Performs storm water testing as set forth by the Environmental Protection Agency and the Alabama Department of Environmental Management.
9. Administers wildlife management plan and control activities, permit compliance, and reporting.
10. Manages the airport's Notice to Air Missions (NOTAMs) program.
11. Serves as a member of both the Airport Building and Safety Committees. Attends annual aviation conferences for aviation-related products, exposure, and education.
12. Represents Senior Airport Management in their absence.

Supervisory Responsibility

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evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Aviation Management, Business, Public Administration, Hospitality, or closely related field.
Experience (yrs.)	5	Progressively responsible experience with Airport Operations, FBO Management, FBO Line Service.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Demonstrate knowledge of federal, state and local laws including FAA and ALDOT programs, rules, and regulations.

Demonstrated knowledge, skill, and ability to maintain harmonious working relationships with co-workers, supervisors, customers, and the public.

Demonstrated knowledge of team-building principles, including, but not limited to, flexibility, working well with others, and continuous feedback.

Knowledge of airport facility maintenance and services operations to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, reaching, talking, and lifting up to 50 pounds.

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, hearing, handling objects with hands, and lifting more than 100 pounds.

Vision Requirements: Ability to see information in print and/or electronically.

Date: 9/5/2023
