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## Auburn University Job Description

Job Title:	<b>Mgr, Aircraft Svcs and Facilities</b>	Job Family:	No Family
Job Code:	<b>EG10</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Provides airfield services to tenant and transient customers and maintains airport grounds and facilities. Directly responsible for personnel management of Line Service Staff, including coordinating and supervising daily activities of Line Service Technicians and other staff as assigned. Ensures AU Aviation maintains the highest standards, observing all university policies and procedures, as well as offering safe and efficient operations. Responsible for promoting AU Airport values and customer service vision, and creating a positive team environment that raises service levels for guests and fellow employees. Oversees the maintenance of airside operations, airport vehicles, and all airport facilities not maintained by Campus Facilities.

### Essential Functions

1. Manages issues related to aviation fuel including testing of specific gravity, ordering, receiving, and distribution of clean dry fuel.
  2. Monitors airfield grounds daily to ensure a safe environment. Fosters a pro-active culture of safety through oversight and promotion of the airport's safety programs. Responsible for generating ideas and suggestions toward improving internal processes and procedures.
  3. Ensures the constant operation of airfield 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.
  4. Trains, develops, and coaches 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. Responsible for creating and maintaining 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. Ensures all Fixed Base Operations (FBO) records are maintained and updated in accordance with applicable requirements; oversees and updates documents to ensure seamless transition between shifts.
  6. 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.
  7. Provides budget for flight line services to include fuel sales, service, products, and labor. Procures equipment, supplies and other required items for the department within budget guidelines, and ensures available resources are used at optimum levels.
  8. Supervises Federal Aviation Agency funded capital improvement projects and building maintenance.
  9. Performs storm water testing as set forth by the Environmental Protection Agency and the Alabama Department of Environmental Management.
  10. Attends annual aviation conferences for aviation related products, exposure, and education.
  11. Serves as a member of both the airport building and safety committees.
  12. During non-business hours, represents FBO management in their absence.
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## **Auburn University Job Description**

### **Supervisory Responsibility**

Full supervisory responsibility for other employees is a major responsibility and includes training, 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>
<b>Education</b>	Four-year college degree	Degree in Aviation Management, Business, Public Administration, Hospitality, or closely related field.
<b>Experience (yrs.)</b>	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.

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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.

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### 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, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

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Date: 5/11/2022

