



**City of Klamath Falls**

**Position Description**

Position: Airport Operations Manager	Group: Management/non-represented
Department: Airport	FLSA: Exempt
Evaluated by: Airport Director	Salary Grade: 123

**Summary**

Under the supervision of the Airport Director, the Airport Operations Manager is an exempt position under FLSA. Under direction of the Airport Director, plans, directs, and coordinates the activities concerned with operations, construction, and maintenance of airport facilities in accordance with City policy and governmental regulations. This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems. Performs related duties as required.

**Distinguishing Career Features**

The Airport Operations Manager is a management level position that assists the Airport Director in administering the overall operations of the City’s established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned functions. The Airport Operations Manager acts for the Airport Director in his or her absence. This class is distinguished from the next higher classification of Airport Director, which serves as the Chief Executive Officer over all airport activities.

**Essential Duties and Responsibilities**

- Plans, organizes, manages, and directs operations and maintenance activities in accordance with Federal Aviation Administration (FAA) requirements (including 14 CFR Part 139), Transportation Securities Administration (TSA) (including 49 CFR 1542), and State and local regulations.
- Coordinate with Air National Guard (ANG).
- Assist Airport Director with Capital Improvement Program (CIP) planning and management of projects.
- Manage airport landside maintenance to meet City’s requirements.
- Formulates procedures for emergency response in event of aircraft or related emergencies.

- Prepares and maintains operations, security, and emergency procedures manuals. Manage airport security program in conjunction with TSA, Police, ANG Security Forces.
- Develops work schedules and assigns work to subordinates; monitors workflow and evaluates work products, methods, and procedures.
- Administer DEQ industrial Storm water Permit and reporting along with HAZMAT spill prevention program.
- Review proposed plans for on and off airport development. Ensure compatibility with long term airport master planning and use.
- Administer wildlife management plan and control activities, permit compliance and reporting.
- Directs any required snow removal operations to ensure safe and efficient operations.
- Inspects or reviews inspection reports of airport facilities such as runways, buildings, beacons and lighting, and automotive or construction equipment to determine repairs, replacement, or improvements required.
- Manages the airport NOTAM program.
- Assists in the preparation of the annual budget and work plan; prepares and submits for review the budget for the Operations and Maintenance Section; submits cost estimates and justification for capital and purchases equipment; authorizes and monitors maintenance and operations-related expenditures.
- Attends professional meetings and conferences, as needed.
- Must be able to work any shift or hours assigned, including weekends, and holidays, as required.
- Acts as Airport Director in his or her absence.

### **Qualifications**

- **Knowledge and Skills**

Federal Aviation Regulations parts 77, 139, and Advisory Circulars related to areas such as airport operations, maintenance, construction, wildlife management, emergency management planning, security, crash fire rescue, and the Airport Improvement Program. Transportation Security Regulations (TSR) parts 1540, 1542, 1544, and Airport Security. Department and environmental quality regulations. Responding to inquiries or complaints from customers, regulatory agencies, or members of the business community; effectively presenting information to top management, public groups, and/or boards of directors.

- **Abilities**

Read, analyze, and interpret common scientific and technical journals, financial reports,

and legal documents; work with mathematical concepts such as probability and statistical inference, and fundamentals of planes and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form. Work with computers and software.

- **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee is regularly required to use radios using clear and concise speech. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

- **Education and Experience**

Bachelor's Degree (B.A.) from four-year college or university and four (4) years airport operations management experience at a non-hub or small-hub airport; or equivalent combination of education and experience. Direct experience in the establishment, implementation, and maintenance of airport operations related policies and procedures, and project management. Must be able to pass TSA criminal background check and complete training consistent with TSA and Airport related security requirements.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License and obtain and maintain an Oregon Commercial Driver's License within six (6) months of appointment. Desired: either a Certified Member (CM) or Accredited Airport Executive (AAE) certification by the American Association of Airport Executives (AAAE) is preferred.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are typically performed in a well-lit, temperature-controlled office environment. May be subject to exterior environment, including heat, cold and inclement weather. The noise level in the work environment ranges from quiet to very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.