



Job Description

Job Title: Deputy Executive Director - Operations
Department: CAA – Operations
Reports To: Executive Director
Salary Range: To be determined
Classification: Unclassified

SUMMARY: As a member of the Connecticut Airport Authority (CAA) senior management team, this position works under the direction of the Executive Director, and through subordinate personnel, leads, organizes and directs the day to day activities of all maintenance, operations, planning, engineering, environmental and public safety functions at Bradley International Airport and the five general aviation airports. Works on an interdepartmental basis with other Deputy Executive Directors and staff to assist in the achievement of established organizational strategic goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Provide leadership, direction and expertise in all areas of responsibility.
- Oversee the development of departmental short- and long-term plans and strategies, consistent with those set by the organization in the strategic plan and other CAA initiatives.
- Assess, evaluate and coordinate daily operations in all areas of responsibility.
- Develop and implement strategies to maintain and enhance CAA's operational processes in response to changes in the broader aviation environment.
- Coordinate and implement programs and initiatives in line with industry benchmarks and standards.
- Responsible for the safe and secure operation and maintenance of all runways, taxiways, grounds and buildings.
- Direct the prioritization and execution of all maintenance, facility development and planning projects.
- Oversee the safety and security of all CAA facilities which includes conducting airport exercises and reviewing emergency plans in accordance with FAR Part 139 and FAR Part 107.
- Ensure compliance with FAA and TSA regulations, legislative requirements and complementary airport rules, policies and procedures.
- Responsible for airport operational, safety and emergency operations plans to include the Airport Certification Manual (ACM), Airport Emergency Plan, Airport Security Manual (ACM), the Airport Diversion Plan, and the Wildlife Hazard Management Plan and programs.

- Responsible for staff development and training to ensure the preparedness of airport staff to respond to emergency situations.
- Primary liaison with state and federal stakeholders to include FAA, TSA, U.S. Customs and Border Patrol (CBP).
- Coordinate, monitor, and evaluate CAA's law enforcement contracts.
- Direct the CAA's long-term planning activities to include:
 - Long- and short-term capital planning including overseeing facility design and construction schedules.
 - Oversight of all design and construction projects.
 - Coordination with architects, engineers, consultants and contractors to ensure that projects and programs are proceeding in an effective, efficient and timely manner.
 - Create procedures and specifications to follow for the successful execution of projects.
- Lead a dynamic team of airport professionals in driving and implementing short- and long-term plans throughout areas of responsibility.
- Develop strategies for team building within areas of responsibility.

SUPERVISORY RESPONSIBILITIES: Supervises management personnel and oversight of employees covered by five individual collective bargaining agreements.

QUALIFICATIONS: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required:

- Experienced in airport planning and operational processes.
- Considerable oral, written communication, leadership and coaching skills.
- Exemplary leadership skills.
- Considerable interpersonal, collaborative and listening skills.
- Effective leader, skilled at interacting with airport partners including airlines, consultants, contractors, tenants, lessees.
- Considerable ability to develop and manage cross-disciplinary teams with a focus on building a culture which is focused on customer service.
- Experienced in goal setting and program development.
- Demonstrated strong project skills necessary along with an extensive customer service background.
- Considerable negotiating and contract management skills.
- Experience in developing and tracking budgets and on time delivery of projects.
- Experience ensuring compliance with state and federal accrediting and regulatory entities.
- Knowledge of relevant state and federal laws, statutes and regulations.

An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, drug screening and maintain required security clearance during the duration of employment.

EDUCATION/EXPERIENCE:

- Bachelor's degree from an accredited college or university in Aviation, Business, Transportation, Public Administration, Engineering or related field is preferred.
- Certification as an Accredited Airport Executive by the American Association of Airport Executives is preferred.
- Seven (7) to ten (10) years of professional experience in an airport managerial position with responsibility for operational and engineering activities and formulation of policies regarding operations and/or administration of an established, FAR Part 139 Certified civil airport accepting regularly scheduled commercial flights.
- Seven (7) years of the experience must have been in a managerial capacity responsible for overseeing engineering and/or construction planning and project management activities.
- Experience with airport/aviation-related engineering and/or construction initiatives and projects.

SPECIAL REQUIREMENTS:

This position is on-call and may be required to respond to emergencies, weather related events, as well as providing weekend management coverage throughout the year.

PHYSICAL DEMANDS: 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 individuals with disabilities to perform the essential functions.

- Walking throughout the terminal to visit tenants and other business partners.
- Prolonged sitting and viewing a computer monitor.
- Visiting the General Aviation Airports and other properties related to duties and responsibilities
- Miscellaneous travel to other state, federal, business partner, or and other sites as necessary to effectively perform the duties and responsibilities of the position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport environment where high levels of security are maintained.
- Duties may require exposure to the elements, and various modes of transportation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER