

Wayne County Airport Authority
JOB DESCRIPTION

Job Title: Vice President Airport Operations and Maintenance
Job Code: 0734
Pay Grade: 32 **BGNU:** 76
FLSA Status: Exempt **EEO-4** 01
Reports To: Chief Executive Officer
Department: Maintenance & Operations
Prepared/Date: August 2017

DUTIES AND RESPONSIBILITIES:

Provides professional oversight and execution for the Departments of Airfield Operations, Maintenance, Environmental & Sustainability, Power Services, and Willow Run Airport. Ensures that Departments perform their assigned duties and responsibilities in accordance with WCAA and applicable government policies and procedures.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develops strategic plans for Division based on organizational strategic business plan and priorities. Leverages industry expertise, best practices, and key business drivers in developing long range and short range plans and defining results. Maintains flexibility to adapt priorities based on changing business needs.
- Fosters a proactive and progressive posture and ensures regulatory and operational safety and environmental compliance. Maintains and updates documentation to verify performance of duties within specified federal, state and local laws and airport rules and requirements.
- Provides leadership to develop a cohesive work team. Aligns Divisions duties with organizational goals through planning activities, restructuring tasks/duties/scope and directs the contributions of the Division. Defines staffing, evaluates candidates for promotion or employment, coaches and counsels employees regarding performance expectations. Identifies and supports professional development of team members for growth and improved performance and monitors and participates in employee discipline and termination activities.
- Acts as champion of assigned Division at the Executive level, Airport Authority Board and inter-departmental meetings, communicates Division and Department's interest, recommendations, needs, successes and concerns to the Chief Executive Officer.
- Tracks Divisions activities that support the Airport Authority's Strategic Plan. Directs the prioritization to ensure execution of all programs that are critical to the Organization and the Division.
- Develops and maintains partnerships and collaborative relationships with tenants and operators. Identifies and coordinates with other Divisions the implementation of programs that enhance customer satisfaction on all levels including general aviation activities at Willow Run.
- Ensures compliance with all codes and regulations including but not limited to Federal Aviation Regulation – Part 139.
- Stays abreast of industry and regulatory trends and potential risk and is proactive in determining exposure and impacts and developing appropriate response to minimize negative effects.
- Develops, maintains and ensures ability to execute the Airfield snow and ice control plan enabling a safe and efficient operation during all weather conditions.
- Partners with host communities and tenants on mutually beneficial projects including local events.

- Develops, monitors, and implements annual Divisional budget to ensure fiscal responsibility and achieve efficiencies with long term value. Identifies and evaluates resources to ensure optimization of staff and service. Justifies budgetary requests in oral, and written form for the Senior Management Team and the Airport Authority Board.
- Develops solid working relationships with regulatory personnel and appropriately communicates and influences agency actions to garner support for organizational goals.
- Ensures inclusion and collaboration among team and internal customers, coordinates activities of assigned units across Department or Division lines and serves on cross-functional airport teams to ensure overall organizational effectiveness
- Develops and implements policies and procedures at the employee, Airport Authority and customer level.
- Identifies, plans, develops, and implements business partner and vendor relationships, including negotiating and managing contracts for services within the scope of the Departments.
- Represents the Airport Authority at professional or industry specific conferences and organizations. Represents the Airport Authority at client/customer meetings, governmental hearings and promotional events.
- Establishes and oversees operational benchmarking, maintenance, and repair schedules and appropriate tracking systems. Ensures that all preventative maintenance assignments are completed in a timely manner.
- Ensures direct and regular collaboration with the Planning Design and Construction Department and the Procurement and Strategy Management Department regarding master planning and project *implementation, and operational oversight requirements.*
- Ensures that airfield utilities, mechanical areas, airport grounds and Willow Run property are regularly inspected to ensure compliance with standards and safety requirements.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies that reflect the Airport Authority's values, as well as the skills and abilities required to perform the duties of the position described in this document:

TEAMWORK

Works across functional areas to achieve our common goals through trust, sharing information, and Open discussion of ideas.

- Assists others when possible.
- Shares all relevant information with others.
- Works actively to resolve conflicts.

ACCOUNTABILITY

Follow-through on commitments, takes ownership, and accepts responsibility for all outcomes

- Exhibits sound and accurate judgment.
- Maintains/updates knowledge of safety issues.
- Takes responsibility for own work including ownership of problems and issues.

CUSTOMER SATISFACTION

- Commit ourselves to understand our customer's needs and deliver services and facilities that exceed expectations
- Keeps customers (internal or external) up-to-date on the progress of the service they are receiving and changes that affect them.
- Ensures service meets expectations.
- Puts customers ' issues in order of priority and addresses most pressing concerns first.

EMPLOYEE RESPECT

- Treat each other fairly, listen to all opinions, and recognize a job well done
- Listens and responds constructively to other team members ideas.
- Ensures that team members have the information they need (e.g. informs others of decisions which affect them), explains rationale for decisions.
- Supports everyone's efforts to succeed and contribute.

INTEGRITY

Adhere to high ethical standard while doing our job with honest and professionalism.

- Avoids conflicts of interest and weighs best approaches for dealing with a situation.
- Inspires respect and trust.
- Demonstrates understanding of the organizational ethics and values (e.g. treats others fairly and respectfully).

DIVERSITY

Foster a welcoming environment for all airport users.

- Treats team members fairly and equitably.
- Promotes a discrimination and harassment free environment.
- Deals honestly and fairly with others, showing consideration and respect for individual differences.

INTERACTIVE COMMUNICATION

- Scans the external environment for key information and messages to form the development of communication strategies.
- Communicates strategically to achieve specific objectives (e.g., considers optimal "messaging "and timing of communication.
- Uses varied communication vehicles and opportunities to promote dialogue and develop shared understanding and consensus.

BUSINESS PERSPECTIVE

- Continuously develops ideas for positioning the organization for long-term success.
- Appropriately trades off short-term costs/disadvantages for long-term revenues/gains.
- Identifies breakthrough opportunities that will dramatically enhance business effectiveness.

RELATIONSHIP BUILDING

- Envisions, creates, and facilitates connections to develop and enhance partnerships, alliances, and networks that advance share interests.
- Engages Leadership Team and other appropriate staff to promote potential areas of mutual, long- term interest.
- Brokers transparent relationships between stakeholder organizations that further the achievement of business goals.

STRATEGIC THINKING

- Builds intellectual frameworks that provide a shared vision for highly disparate perspectives and that guide analysis and the development of proposals and positions.
- Looks beyond the horizon to identify new issues and to position the organization to address emerging trends (e.g., capitalizes on trends or take action before issues escalate).

TEAM LEADERSHIP

- Cultivates a feeling of energy, excitement and optimism in the team.
- Creates an environment where team members consistently push for improved team performance and productivity.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

Bachelor's degree from a college or university with major course work in Business Administration, Public Administration, Aviation Management, Finance, Accounting or a closely related field ; **AND** Four (4) years of progressively responsible experience in airport management and supervisory experience including preparing budgets, community relations , public safety and operational services ; **OR** eight (8) years of progressively responsible experience in airport management which includes supervisory experience and preparing budgets, community relations, public safety and operational services .

CERTIFICATES & LICENSES

A valid driver's license and a safe, acceptable driving record.

Must meet the Airfield Safety Certification requirements within four (4) months of placement in the position.

COMPUTER SKILLS

To perform this job successfully, an individual should be proficient in word processing, spreadsheet, database and presentation software such as those found in the Microsoft Office Suite, as well as experience with internet search procedures.

LANGUAGE ABILITY

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

MATH ABILITY

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISORY RESPONSIBILITIES

Directly supervises 3 - 5 Director level employees and indirectly supervises 200 - 300 employees in Airfield Operations, Maintenance and Willow Run Departments. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing , selecting , and training employees ; planning, assigning, and directing work ; appraising performance; rewarding and disciplining employees ; addressing complaints and resolving problems .

WORK ENVIRONMENT

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving aircraft or mechanical parts; fumes or airborne particles and outdoor conditions. The noise level in the work environment ranges from quiet to loud.

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.

The employee must occasionally lift and/or move up to ten (10) pounds. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, or crouch.

June S. Lee
Vice President - Administration

Human Resources

Date: _____