

DIRECTOR OF OPERATIONS & MAINTENANCE

MAA

Revised: August 27, 2015

Unit: None

Classification: Exempt

Status: Full Time

Reports to: Director of Aviation

Supervises: Public Safety Manager, Airfield Maintenance Supervisor, Custodial Services Manager, Building Maintenance Workers and Technicians

SUMMARY

The Assistant Director of Aviation and Operations is responsible for planning, coordinating, and supervising the overall operational aspects of the Quad City International Airport. The work is performed under the direct supervision of the Director of Aviation, but leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this position establishes and maintains effective working relationships with Federal and State officials, law enforcement officials and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Performs in the absence of the Director of Aviation, assuming the duties, responsibility and authority of the Director of Aviation.
2. Serves as a member of the MAA executive management team, participating in executive team meetings and decision making, attending Board of Commissioners meetings and Board Committee meetings and reporting to the Board as required.
3. Participates in the development of corporate plans and programs as a strategic partner but particularly from the perspective of the impact on operations, and translates the strategic and tactical business plans into strategic operational plans.
4. Develops and insures implementation of procedures and policies for day-to-day airport security, safety operations and maintenance activities.
5. Develops and implements procedures to ensure compliance with Federal Aviation Administration (FAA) Regulations pertaining to aircraft operations, ground vehicle operations, and construction and maintenance activities.
6. Monitors policies and procedures to ensure compliance with Transportation Security Administration (TSA) Regulations pertaining to airside and landside operations.
7. Coordinates airside activities with FAA Air Traffic management personnel.
8. Coordinates all aspects of the Airport Certification, Emergency and Security Manuals to insure the airport is in compliance with all the provisions of FAR Part 139.
9. Coordinates all landside and airside projects with the Airport Engineer.
10. Monitors update of Airport Security Plan document.
11. Develops and insures implementation of the Wildlife Management Program.
12. Coordinates integration of environmental programs with the Airport Engineer.
13. Coordinates and directs snow removal activities in all airport areas.
14. Acts as liaison with the FAA Certification and Safety Inspectors.
15. Develops, monitors and implements budgets and staffing for Operations, Airfield/Building/Custodial Maintenance and Public Safety Departments.

16. Prepares performance evaluations of Operations personnel supervisors.
17. Assists in labor negotiations and grievances and conducts necessary disciplinary actions.
18. Assists in the preparation of FAA and state grant applications.
19. Administers Information Technology Services contract.
20. Attends meetings, conferences, workshops and training sessions to remain current in the principles, practices and new developments in assigned work areas.
21. Performs other directly related duties consistent with the role and function of the position.

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 and/or Training

- Bachelor's Degree in Aviation Management, Business Administration or a related field.
- Extensive experience in facilities and airport operations management; or
- Any equivalent combination of experience and training, 3-5 years, which provides the knowledge, skills, and abilities necessary to perform the work.
- Accredited Airport Executive (AAE) designation or able to obtain this designation within two years or hire.
- An FAA pilots rating is highly desirable.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of airport operations, policies and procedures.
- Thorough knowledge of the principles of supervision, management and administration.
- Thorough knowledge of Federal, State and local airport safety and security regulations.
- Thorough knowledge of principles of budget preparation.
- Knowledge of federal and state governmental grant and financial assistance programs.
- Ability to coordinate long term planning efforts.
- Ability to communicate effectively, both orally and in writing, and present conclusions and recommendations clearly and logically.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Required Special Qualifications

- Ability to pass a post-employment offer physical examination and drug screen
- Ability to pass a background investigation to obtain unescorted Airport Identification/Access privileges.
- Ability to operate a vehicle and possession of a driver's license valid in the State of Illinois.

Physical Demands and Work Environment

See attached position requirements.

MENTAL & PHYSICAL REQUIREMENTS

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What are the physical activities of this position? (Please check ALL that apply.)

- CLIMBING:** ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- BALANCING:** maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- STOOPING:** bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- KNEELING:** bending legs at knee to come to a rest on knee or knees.
- CROUCHING:** bending the body downward and forward by bending leg and spine.
- CRAWLING:** moving about on hands and knees or hands and feet.
- REACHING:** extending hand(s) and arm(s) in any direction.
- STANDING:** particularly for sustained periods of time.
- WALKING:** moving about on foot to accomplish tasks, particularly for distances.
- PUSHING:** using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- PULLING:** using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- LIFTING:** raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- FINGERING:** picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- GRASPING:** applying pressure to an object with the fingers and palm.
- FEELING:** perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- TALKING:** expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- HEARING:** perceiving the nature of sounds with no less than a 40 db. Loss @ 500 HZ, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations

in sound such as when making fine adjustments on machined parts.

REPETITIVE MOTIONS: substantial movements (motions) of the wrists, hands, and/or fingers.

What are the physical requirements of the position? (Check ONE.)

SEDENTARY WORK: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

LIGHT WORK: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

MEDIUM WORK: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

HEAVY WORK: exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

VERY HEAVY WORK: exerting in excess of 100 pounds of force occasionally and/or in excess of 20 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

What are the visual acuity requirements including color, depth perception and field of vision? (Check ONE.)

MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: this is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

MACHINE OPERATIONS (without inspection), MECHANICS, SKILLED TRADESPEOPLE: this is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach. Also, mechanics and skilled tradespeople and those who do work of non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, etc.

MENTAL & PHYSICAL REQUIREMENTS

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MOBILE EQUIPMENT OPERATORS: this is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.

OTHER: this is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

What are the conditions the worker will be subject to in this position? (Check ALL that apply.)

The worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.

The worker is subject to outside environmental conditions; no effective protection from weather.

The worker is subject to both environmental conditions; activities occur inside and outside.

The worker is subject to extreme cold; temperatures below 32 degrees for periods of more than one hour.

The worker is subject to extreme heat; temperatures above 100 degrees for periods of more than one hour.

The worker is subject to noise; there is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

The worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.

The worker is subject to hazards; includes a variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin; fumes, odors, dusts, mists, gasses or poor ventilation.

The worker is subject to oils; there is air and/or skin exposure to oils and other cutting fluids.

The worker is required to wear a respirator.

None; the worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Does your job require you to work outdoors?

Yes No

If yes, describe duties including when and how often. Occasionally, while assessing airfield environment and inspecting construction projects.

Environmental Conditions: please check types/levels.

Noise Levels _____

Chemicals _____

Fumes _____

Lighting _____

Temperature _____

Floor texture (including slippery surfaces) _____

Dust _____

Clothing _____

Safety equipment _____

Hazards _____

Do you work with or around dangerous equipment or devices that could injure you or others in your area?

Yes No

If yes, please explain: _____

Does your job require you to work nights, weekends or non-regular hours?

Yes No

If yes, please explain: During emergency situations and snow.

Are you required to travel on business?

Yes No

If yes, please explain. What methods of transportation are used? How frequently? Mostly by air, occasionally by vehicle to attend conferences and seminars.