

Job Description

Job Title: Airport Director
Department: Airport
Supervisor's Title: City Manager
Schedule:
EEO4 Classification:
Hire Code:



WC Code:

*****Pre-employment drug screen required *****

Brief Description of the Job: To direct, manage, supervise, and coordinate the programs and services of the Draughton-Miller Airport; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Leadership. Demonstrate complex professional, administrative, and regulatory work directing the operations of the regional Airport.

ESSENTIAL FUNCTION – Listed in descending order of frequency; in the Strength Column, S = Sedentary, L = Light, M = Medium, H = Heavy, VH = Very Heavy; for physical demand code see table below.

ESSENTIAL FUNCTIONS	% of time	Strength	Physical Demand
1. Assumes management responsibility for all services and activities of the Airport, within full compliance of local, state and federal regulations. Implements Airport policies and procedures. Investigates and analyzes problem areas and provides corrective recommendations.	25%	L	ABCDEFQ RS
2. Provides supervision, direction, and technical advice to Airport. Select, train, motivate and evaluate airport personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Plans, supervises, and monitors the work of subordinates; assign work activities, projects and programs; review and evaluate work products, methods and procedures. Provides timely, accurate and thorough Performance Reviews for supervised employees.	20%	L	ABCDEFQ RS
3. Manage and participate in the development and administration of the Airports annual budget; direct the forecast of funds needed for staffing, projects, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.	15%	L	ABCQRS
4. Develop and implement airport capital improvement plans; coordinate all capital improvement planning with FAA and TxDot Aviation; prepare federal grant requests for airport capital improvements; coordinate major expansion projects with contract engineers.	12%	L	ABCDEF
5. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including customer service, maintenance of airport equipment, and grounds security;	10%	L	ABCDEFG HIJQRST

<p>recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures</p>	8%	L	ABCDEF GHIJKRST
<p>6. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; implement improvements.</p>	5%	L	ABCQRS
<p>7. Develop and implement strategies for maintaining airport customer bases and ensuring a positive business atmosphere; design marketing outreach efforts for potential business growth; solicit suggestions from customers.</p>	3%	L	ABCDEF GHIJKRST
<p>8. Coordinates between the Airport and firms contracted for Airport construction, repair, or service projects; supervises compliance of contractors and tenants with environmental and safety requirements while operating on Airport property.</p>	2%	L	ABCQRS
<p>9. Provide responsible staff assistance to the City Council, City Manager; prepare and present staff reports and other necessary correspondence.</p>			

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|-------------|--------------------|-------------------|--------------|-------------|--------------|------------------|
| A. Standing | D. Lifting | G. Reaching | J. Kneeling | M. Bending | P. Balancing | S. Talking |
| B. Sitting | E. Carrying | H. Handling | K. Crouching | N. Twisting | Q. Vision | T. Foot Controls |
| C. Walking | F. Pushing/Pulling | I. Fine Dexterity | L. Crawling | O. Climbing | R. Hearing | U. Other |

PHYSICAL DEMANDS

Job Title: Airport Director

OVERALL STRENGTH DEMANDS:

_____ SEDENTARY _____ LIGHT X MEDIUM _____ HEAVY _____ VERY HEAVY

For each physical demand code listed on Page 1, C = Continuously; F = Frequently; O= occasionally; and R = Rarely

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|--------------------|------------|-------------------|------------|--------------|------------|------------------|------------|
| A. Standing | <u> O </u> | G. Reaching | <u> O </u> | M. Bending | <u> O </u> | S. Talking | <u> C </u> |
| B. Sitting | <u> C </u> | H. Handling | <u> F </u> | N. Twisting | <u> _ </u> | T. Foot Controls | <u> R </u> |
| C. Walking | <u> C </u> | I. Fine Dexterity | <u> O </u> | O. Climbing | <u> _ </u> | U. Other | <u> _ </u> |
| D. Lifting | <u> O </u> | J. Kneeling | <u> O </u> | P. Balancing | <u> _ </u> | | |
| E. Carrying | <u> O </u> | K. Crouching | <u> _ </u> | Q. Vision | <u> C </u> | | |
| F. Pushing/Pulling | <u> O </u> | L. Crawling | <u> _ </u> | R. Hearing | <u> C </u> | | |

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demand	Description
Standing/Walking:	To maintain files, retrieve, sort and distribute mail, use copier, answer UNICOM Radio, respond to aircraft emergencies, to inspect, to lease hangars and storerooms, to set up conference room for meetings, conduct tours and inspections. Maximum walking distance is 200 feet.
Sitting:	Desk chair used to work on computer, compose correspondence, driving vehicle to meetings, driving golf cart to inspect hangars and facilities, and attend meetings with staff and customers.
Lifting/Carrying:	To carry presentation equipment (lap top, projector), carry records in storage file boxes and carry from office to supply room. Lift boxes to appropriate shelf for retention. Maximum distance is 60 feet and maximum weight is 15 to 20 lbs.
Reaching:	To get supplies, records from shelves in supply room (1 foot to 6 feet), get FAA regulations from closet shelves (2 feet to 5 feet), get maps and plans from closet (1 foot to 10 feet) – must use step stool to reach upwards.
Handling:	Papers, reports, regulations, supplies, files, manuals, maps, boxes, invoices, credit cards, and weather sheets.
Fine Dexterity:	To operate computer, weather reporting equipment, adding machine, write, type, compose correspondence, and reports.
Kneeling:	To obtain files from lower file cabinet drawers and shelves; to inventory pilot supply showcase; to change paper and toner in copier.

PHYSICAL DEMANDS
(Continued)

Job Title: Airport Director

Physical Demand	Description
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Bending:	To handle files, operate weather-reporting equipment.
Pushing/Pulling:	To inspect hangar and storeroom buildings (maximum weight of 50 lbs.) To lease buildings – to open and close doors. To open and close cash drawers and file cabinets.
Hearing/Talking:	To relay aircraft advisories via UNICOM Radio, to communicate with the public, City Staff, City Officials, Lessees, Advisory Board Members, Job Applicants, to receive and greet visitors and politicians, and to make presentations.
Vision:	To calculate data, inventory, to file, sort and distribute mail; to take weather observations, to disseminate weather and airport advisories to aircraft, to read and write correspondence, to read all policies and regulations, and to respond to aircraft emergencies.
Foot Controls:	To operate sedan, truck, and golf cart. To drive a vehicle from the Airport to City Hall for distribution and meetings on daily basis. To drive to various locations to pick up supplies, and run errands for Airport along with going to the bank for cash and change. To operate a golf cart to inspect hangars and facilities, to pick up passengers from aircraft when needed.

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Machines, Tools, Equipment and Work Aids

Computer, printer, adding machine, credit card machine, telephone, copier, reference library, FAA

Regulations/Publications/Advisory Circulars, Vehicle golf cart, weather reporting equipment (inside/outside), and radios.

Environmental Factors

Climate controlled. Occasionally work outdoors. Many distractions. Rarely exposed to caustic substances such as toner, crash rescue chemicals, fire extinguishers, fuel, and pesticides.

Protective Equipment Required

N/A

Non-Physical Demands

Frequency Codes:	F = Frequently	O= Occasionally	R = Rarely
Time Pressures	<input type="checkbox"/> O <input type="checkbox"/>	Emergency Situations	<input type="checkbox"/> R <input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/> F <input type="checkbox"/>	Tedious Exacting Work	<input type="checkbox"/> F <input type="checkbox"/>
Performing Multiple tasks	<input type="checkbox"/> F <input type="checkbox"/>	Working Closely with others as part of team	<input type="checkbox"/> F <input type="checkbox"/>
Danger/Physical Abuse	<input type="checkbox"/> R <input type="checkbox"/>	Irregular Schedule/Overtime	<input type="checkbox"/> O <input type="checkbox"/>
Frequent Change of Tasks	<input type="checkbox"/> F <input type="checkbox"/>	Other (Describe below)	<input type="checkbox"/> O <input type="checkbox"/>

Job Requirements

Formal Education: Must have a bachelor’s degree from an accredited college or university.

Experience:

5 years’ experience in airport management and overseeing airport operations including 2 years of supervisory or administrative responsibilities.

Other Requirements:

Must have a valid Texas driver’s license. Punctuality, dependability and good customer service skills required. Must be able to adapt to constantly changing work environments from slow and uneventful to extreme life threatening emergency situations.

Skills

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Reading:

Read memos, correspondence, Airport Certification Manual, Airport Emergency Plan, mail, City Ordinances, TxDot Aviation and FAA Regulations, Advisory Board Minutes, and Personnel Manual.

Writing:

Compose correspondence (letters, notices, minutes, leases, and reports). Make changes to FAA Certification Manual. Grant writing.

Math:

Basic math skills to compute daily sales reports, monthly fuel discount and inventory reports, statistical data computations, calculate weather conditions, balance funds, and budget.

Reasoning:

Ability to interpret and analyze data and weather conditions. Follow instructions and procedures. Use judgment responding to emergencies, customer requests and complaints. To relay advisories to incoming/departing aircraft.

Supervisory:

All Airport staff

Managerial:

Manage and coordinate daily Airport operations. Determine and propose standard operating procedures for Airport Operations.

Interpersonal:

To communicate daily with co-workers, general public, flying public, business executives, politicians, City staff, councilmen, and Board members in a courteous and diplomatic manner sometimes under sensitive situations.

Signatures – Review and Comment

I have reviewed this job description and its attachments and find it to be a fair description of the demands of the job.

1.	_____	_____	_____
	Job Analyst-Print Name & Title	Signature	Date
2.	_____	_____	_____
	Department Head –Print Name & Title	Signature	Date
3.	_____	_____	_____
	Employee-Print Name & Title	Signature	Date

Comments:
