

Director of Airport Operations, Safety and Security

Department:	Administration	Job Series:	Director/Executive Director
Division:	Airport	Job Class:	Director
FLSA:	Exempt	Job Grade:	17
EEO-4:	Officials and Administrators	Date:	September 2018

CLASS DEFINITION:

Director title covers job classes that direct operations, programs, and the development of policy and strategic plans for major departments; and have responsibility for a major and distinct function.

SUMMARY:

Responsible for the daily operations of the Airport including: safety, construction and FAA FAR 139, CFR 1542, security, project management, tenant relations, division budgeting, and supervision of staff both airside and landside. Ensures compliance with FAA, TSA, EPA, FDA, environmental and security/safety related regulations. Directs and manages the terminal, landside, security, and safety divisions within the Department of Aviation. Directs the development of terminal, landside, safety and security policies and procedures to enforce all FAA, DHS, TSA, and Airport Safety Management System Program, regulations and best practices in a public facility are sustained. Duties may vary according to job assignment.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Manages, directs, plans and organizes all functions and responsibilities associated with the safe operation of the Airport's Airside/Landside/Security/Terminal operations and ground transportation sections.
- Responsible for developing and managing budgets for the operations and security divisions.
- Mentors and leads staff to encourage staff development; prepares daily work schedules; hires, promotes, and implements disciplinary actions as appropriate.
- Develops annual and multi-year work plans and strategies to meet business needs of the functions.
- Recommends, develops, and implements Airport policies and procedures; consults with the Assistant Aviation Director and Aviation Director, Airport tenants, and airline representatives concerning such matters.
- Manages ongoing inspection of airfield operations and facilities to ensure compliance with the Airport Certification Manual under Federal Aviation Regulation (FAR) Part 139 and other applicable federal regulations; interprets and applies all information from FAA Advisory Circulars and Cert Alert. Manages all aspects of airport security ensuring compliance with 49 CFR Part 1542 and coordinates Airport Security Plan, Security Directive Amendments with law enforcement, paramedics and TSA.
- Ensures regulatory compliance through regular review, update, and adherence to various documents and manuals, including but not limited to: Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Storm Water Management Plan (SWMP), Spill Prevention and Counter Control Procedures (SPCC), Wildlife Hazard Management Plan (WHMP), Curfew, Noise Abatement Procedures, FAA-Form 5010, and Snow and Ice Control Plan (SICP).
- Acts as Incident Commander, on-scene, during emergencies and security related events; establishes unified command with fire, law enforcement or medical responders; participates fully in the Incident Command System.
- Coordinates plans for snow emergencies, stranded passengers, and other operational contingencies as they relate to the airside, landside, parking, and ground transportation and stakeholders. On-call for snow removal in compliance with snow and ice control plans; on-call for first responders for all Airport emergencies in compliance with TSA and FAA regulations.
- Acts as liaison between senior level Airport management and Airport users; maintains communication with FAA, air traffic control tower and certification inspectors, airlines, Airport tenants and others.

- Monitors current and future legislative actions and initiatives regarding the Department of Homeland Security, TSA, and Homeland Security Investigations.
- Directs the review and design of construction projects ensuring work meets program requirements and is consistent with the Airport Master Plan and FAA-approved Airport Layout Plan.
- Directs and implements training and exercise programs that meet federal, state, and local regulations to maintain Airport certification and avoid regulatory penalties
- Supports the relationship between Pitkin County government and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree preferred; AND five years of progressively responsible experience in commercial service airport operation, security and facility maintenance and management; OR an equivalent combination of education, training, and experience.

Required Licenses or Certifications:

- AAAE Basic and Advanced ASOS.
- ICS Certifications (100, 200, NIMS 300, 700, 800).
- AAAE ACE Security.
- USDA Wildlife.
- FAA/139 ARFF 40-Hour Certification.
- Class B Commercial Colorado Driver's License.
- Must possess a valid Colorado Driver's License and acceptable Motor Vehicle Record.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Commercial airport operations.
- Federal regulations, guidelines and directives and grant assurances pertaining to the operations, maintenance, development, and expansion of a commercial service airport emphasizing FAR part 139, and TITLE 49 CFR 1542.
- Part 77 Obstruction to Navigation.
- FAA form 7460, 7460-1 Notice of Proposed Construction or Alteration.
- Storm Water Management; Spill Prevention Control and Countermeasure Plan.
- Best practices related to airport operations, safety, and emergency management.
- Building codes.
- TSA and FAA regulations; airport security compliance.
- Airside and landside snow removal processes and procedures.
- Wildlife mitigation compliance.
- Safety policies, procedures, and practices.
- Commercial airport operations.
- Federal regulations, guidelines and directives and grant assurances pertaining to the operations, maintenance, development, and expansion of a commercial service airport emphasizing FAR part 139, and TITLE 49 CFR 1542.
- Winter operations snow and ice control programs under FAR part 139/TSR 1542.

Knowledge of (Job Class Standard):

- County organization, operations, policies, and procedures.
- Principles and practices of public administration.
- Organizational development theory and practices.
- Modern technology, systems, and software designed to assist in the computerized management of information.
- Legal, ethical, and professional rules of conduct for government officers.

- Principles and practices of public sector administrative management, including personnel rules, cost accounting, budgeting, contract management, and employee supervision.
- Techniques and practices for efficient and cost effective management of resources.
- Methods and techniques of research, statistical analysis, and report presentation.
- Principles and practices of conflict resolution.

Skill in:

- Identifying and analyzing a variety of airport-related issues and making recommendations for their resolution.
- Operating heavy equipment to include snow plows, front-end loaders, runway brooms, snow blowers, and tractors.
- Operating a computer including standard software and some specialized software.
- Operating tools, equipment, and machinery in compliance with safety procedures and practices.
- Establishing and maintaining effective working relationships.
- Organizing and prioritizing work to meet deadlines.

Skill in (Job Class Standard):

- Developing and executing strategic plans.
- Applying logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Drafting clear, complete, accurate, and logical written and verbal communications.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in a standard office environment, with some exposure to dangerous tools, equipment, machinery, inclement weather conditions, and fumes.