

Job Title: Director -Airport Facilities	Department: Facilities
Reports To: Chief Operating Officer	FLSA Status: Exempt
Functional Supervision: Maintenance Manager and Custodial Services Manager	

NATURE AND SCOPE OF POSITION

The Airport Facilities Director is responsible for direct, manage, supervise and coordinate the maintenance of the airport facilities within Maintenance and Custodial Services, including ground/building maintenance, custodial services, and energy conservation; coordinate assigned activities with other departments and outside agencies and provide highly responsible and complex support for airport facilities at Jackson-Evers International Airport (JAN) or Hawkins Field Airport (HKS) and other facilities operated by Jackson Municipal Airport Authority. Supervisors the Manager of Maintenance and the Manager of Custodial Services. Performs related duties as required.

The position works an assigned shift but may be required to work different shifts to provide required 24/7 operational coverage.

PRIMARY QUALIFICATIONS

Education:	<ul style="list-style-type: none"> Bachelor’s degree from an accredited college or university in business administration or construction management
Work Experience:	<ul style="list-style-type: none"> Seven (7) years of airport facility maintenance or maintenance of a large, modern, complex facility; and seven (7) years of supervisory experience.
Other Considerations:	<ul style="list-style-type: none"> Must possess a valid Mississippi Driver’s License. Must be able to pass and maintain background and security clearance. May be required to work overtime and weekends.

- JOB FUNCTIONS**
- Essential:**
- Conducts walk-throughs and inspects terminal facilities to assess cleanliness, safety and general appearance of all areas and to identify deficiencies
 - Initiates work orders requesting additional custodial services and maintenance related to needed repairs from appropriate work groups and personnel
 - Ensures a well-managed and well-maintained facility, inspecting completed maintenance and repair work and working with in-house staff and contracted vendors to ensure standards are met.
 - Facilitate and oversee service contractors, such as HVAC, custodial and airfield.
 - Assist in the preparation of annual division budget as needed.
 - Maintain the inventory of equipment and supplies and requisition of materials.
 - Meets on a regular basis with airport tenants (e.g., airlines and concessionaires), contractors and departmental staff to review cleanliness and general maintenance and structural repair needs.
 - Responds and helps to coordinate department’s response to emergency situations impacting on airport travel and passengers including adverse weather conditions and flight delays
 - Make recommendations for improving the day to day operation of Airport Facilities.
 - Establish a continuous facility inspection for maintenance and repair and develop maintenance preventative for all facilities in conjunction with Director of Capital Programmng and Director of Public Safety/Operations Compliance, and maintenance staff.
 - Promote and encourage safe work practices within the department in accordance with the FAA Standards and Federal, State, and local regulations.
 - Coordinates Part 139 issues with operations and maintenance divisions to remain in compliance with federal aviation regulations.
 - Maintains operating records on repairs and maintenance work completed for terminals and prepares related reports.
 - Communicate accurate, up-to-date knowledge of division and department goals, form briefings with the Chief Operating Officer; and solicit feedback from crews, initiate communications with and offer feedback to management.
 - Performs related duties as required.

JOB FUNCTIONS

- **Other Duties:**
- Represents the organization, both internally and externally, by supporting the strategic direction, strategic priorities, objectives, vision, mission, and values of JMAA.
- Provides courteous and prompt service to all internal and external parties. Prioritizes and addresses requests and assignments in a professional and cooperative manner.
- Identifies opportunities and recommends methods to improve service, work processes and financial performance (e.g., procedure optimization). Assists in the implementation of quality improvement initiatives.
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Actively supports teamwork throughout the organization.
- Performs other services as assigned.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Specific vision abilities required by the job include close vision and the ability to focus. This job may require some combination of lifting up to 25 pounds occasionally, bending, squatting, stooping, and crouching. Tasks involve sitting and operating a computer for extended periods of time.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations. The work environment is considered to be that of a typical business/office operation. The noise level in the work environment is moderate.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job. The below competencies include but are not limited to:

- **Business Acumen:** Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.
- **Dependability and Reliability:** Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.
- **Financial Management:** Understands the processes by which financial resources are identified, obtained, allocated, managed and accounted for. Makes sound financial decisions after having analyzed their impact on the organization and operations within the scope of fiscal responsibilities. Monitors the use of organization financial resources and budgets by employees, suppliers, partners or others. Knows the internal and external factors that impact financial resource availability. Ensures compliance with legislation, policies and practices applicable to the appropriate and effective use of financial resources.
- **Negotiating:** Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Preparing and Evaluating Budgets:** Prepares budget justifications and proposals that reflect the needs of the office; studies all relevant budget materials and anticipate future needs by gathering data on forthcoming plans; and ensures that budget proposals incorporate all elements that are thorough and accurate and receives management acceptance with little or no questioning.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
- **Project Management:** Assures successful project completion by establishing a systematic course of action for self and other members of project team; the ability to monitor progress toward a goal and make adjustments accordingly.

COMPETENCIES

- **Staffing:** Effectively engages in staff planning and helps to ensure the department is appropriately staffed to accomplish its goal; accurately and comprehensively identifies candidate skills needed to perform in vacant positions; and assesses candidate qualifications thoroughly and accurately.
- **Strategic Thinking and Organization Vision:** Develops a strategy to achieve organization goals and vision for the future of the department; understands organizational strengths and weaknesses and able to identify fundamental values and beliefs to guide the department into the future; analyzes market, competition including external threats and opportunities; and demonstrate commitment in the vision to inspire others.
- **TQM/Re-Engineering:** Is dedicated to providing the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; is willing to re-engineer processes from scratch; is open to suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on January 28, 2020 by _____.

SIGNATURES:

Employee	Date
Supervisor	Date