



**City of Portland, Maine
JOB DESCRIPTION**

Class Title:	Airport Maintenance Manager	FLSA:	Exempt
Class Grade:	Non-Union DBM C45	EEO Category:	Officials and Managers
Date:	September 2021	Risk Code:	7423

Nature of Work

This is a senior management position in the oversight of Airport Maintenance at the Portland International Jetport. Work requires the exercise of judgment and the application of expert knowledge of civil aviation, airports, maintenance operations and personnel management.

Supervision Received

Works under the general direction of the Airport Deputy Director - Operations and Maintenance.

Supervision Exercised

Directly supervises the Airport Maintenance Supervisors and Airfield Electricians. Responsible for all Airport Airfield Maintenance personnel and operations. Organizes, supervises and coordinates any contract work and personnel as necessary.

Essential Duties and Responsibilities

Develops a team environment which fosters professional growth and development with a focus on attaining industry best practices;

Interacts with airport maintenance industry to ensure that the Jetport remains up-to-date in practices and procedures and that staff are aware of changes within the industry;

Create, train, and maintain a preventative maintenance program with a focus on addressing issues before they become regulated discrepancies;

Develops their own work assignments in a manner that assures safe, reliable air transportation on a twenty-four hour a day basis and in accordance with the regulations of the State of Maine and the Federal Aviation Administration;

Directs all aspects of airfield maintenance;

Responsible for the oversight, evaluation, professional development and disciplinary procedures of Maintenance personnel;

Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support and empowers others;

Directs the snow removal operation of the runways, taxiways and ramps;

Evaluates and determines fleet composition and requirements to meet the goals of the Jetport and performs necessary planning and budget actions to facilitate procurement;

Demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills;

Prepares work orders and makes estimates of personnel and materials required for projects in order to determine costs and other essential information;

Analyzes workloads and prepares recommendations for the improved utilization of staff and materials;

Determines actual cost on completed projects;

Maintains inventory of equipment and supply usage;

Ensuring adequate maintenance of the property through planning, assigning, and reviewing completed work as required;

Prepares, manages and is responsible for the Airfield Maintenance annual budget;

Plans, assigns, directs and evaluates the work of subordinates in all airfield maintenance projects at the airport;

Oversees the Preventative Maintenance Program for the Airfield;

Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promote job performance;

Acts to align own department's goal with the strategic direction of the organization; defines tasks and milestones to achieve objectives;

Oversees the maintenance of the airport's vehicles and snow removal equipment fleet;

Assists Airport Administration in the planning and scheduling of airfield infrastructure projects and equipment acquisition;

Leads by example; serves as appropriate role model; demonstrates high ethical standards; remains visible, approachable and interacts with others to promote a cooperative work environment while providing motivational support and direction;

Establishes reviews, and recommends policies and procedures;

Studies organizations, operations, and services and makes recommendations;

Ensures that budget allocations are not exceeded;

Provides technical assistance to subordinates;

Prepares and submits reports on manpower and equipment utilized;

Investigates and resolves citizen complaints;

Assumes responsibility for vehicle and pedestrian safety in work areas;

Performs difficult public contact work in explaining and interpreting programs;

Assumes responsibility for safe operation of equipment, security, and cleanliness of work areas;

Participates in personnel decisions such as employment, promotion, retentions, discipline, dismissal, and other matters;

Establishes, develops, and maintains training programs;

Develops and maintains the Pavement Management System;

Manage and maintain logs, reports, records, training, and contractor relationships;

May be designated as department representative to the City's Emergency Operations center;

Coordinates Maintenance Activity with the Airport Operations Department to ensure regulatory compliance;

Maintains communication within the Airport Maintenance group, interdepartmentally with Operations, Administration and the City, and with Airport stakeholders;

Periodically inspects Maintenance facilities and equipment to ensure proper functionality, upkeep and safety;

Develops and implements policies and procedures to ensure efficient and safe operations;

Performs related work as required.

Requirements of Work

Bachelor's Degree from an accredited four-year college or university;

Minimum three years prior senior level airport operations, maintenance, and construction experience at a Part 139 airport with snow removal operations;

Ability to be on-call for emergencies;

Knowledge of current operational procedures on preparation, repair, maintenance, and modifications of various sites and facilities as required;

Ability to anticipate situations thoroughly and in detail to ensure a safe flying environment;

Ability to make on-the-scene decisions affecting airfield safety;

Knowledge and understanding of the principles and techniques of personnel management and supervision;

Knowledge of the current materials, methods, tools, and equipment used in journey level building trades (painting, carpentry, plumbing, electrical, air conditioning), and custodial maintenance;

Ability to manage several situations simultaneously and to assure a safe airport;

Knowledge of the principles and practices of airport operations and airfield maintenance;

Knowledge of Federal and State rules and regulations as well as funding methods;

Ability to prepare budget recommendations;

Knowledge of safe operations of vehicles and equipment;

Ability to prepare reports and keep records;

Knowledge of flight operational procedures;

Knowledge of heavy construction;

Outstanding organizational and leadership abilities;

Excellent communication and interpersonal skills;

Ability to deal and work effectively with others, often under pressure;

Ability to coordinate the work of subordinates in a variety of activities;

Ability to obtain a valid State of Maine Driver's License;

Ability to contract for and supervise civil engineering services.

Necessary Special Requirements

Successful completion of TSA Criminal Background Check in accordance with TSR Part 1542 to acquire and maintain an airport security badge.

Training and Experience Desired

Master’s Degree in Aviation or Business Administration

Accredited Airport Executive (A.A.E.) of the American Association of Airport Executives

Prior Experience at a medium or small hub part 139 commercial airport in operations, construction, or maintenance. Successful completion of FAA Access Investigation in accordance with Federal Aviation Administration regulations as outlined in the Federal Register 49 CFR Parts 1542, 209(e) (4)(I) (employees hired after January 31, 1996).

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position mostly involves light levels of physical activity. Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise 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.

The working conditions may include hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, poor ventilation), extreme temperatures, inadequate lighting, work space restricts movement, intense noise, travel outside the City’s locations, and environment factors (disruptive people, imminent danger, threatening environment).

Activity	Frequency	Activity	Frequency
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Occasionally	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Occasionally
Stooping: Bending body downward and forward by bending spine at the waist.	Occasionally	Kneeling: Bending legs at knee to come to a rest on knee or knees.	Occasionally
Crouching: Bending the body downward and forward by bending leg and spine.	Occasionally	Crawling: Moving about on hands and knees or hands and feet.	Rarely if ever
Reaching: Extending hand(s) and arm(s) in any direction	Occasionally	Standing: Particularly for sustained periods of time.	Frequently
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Frequently	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Occasionally
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Occasionally	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Occasionally
Repetitive Motions: Substantial repetitive movements (motions) of the	Occasionally	Grasping: Applying pressure to an object with the fingers or palm.	Occasionally

wrists, hands, and/or fingers (picking, pinching, typing).			
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Rarely if ever	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.	Frequently
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently	Seeing: The ability to perceive the nature of objects by the eye.	Frequently

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature:		Name (print):	
Title:		Date:	

Received and accepted by

Signature:		Name (print):	
Title:		Date:	

The City of Portland is a drug free work environment and is an equal opportunity and affirmative action employer strongly committed to diversity, equity, and inclusion in its workplace.