



Rhode Island Airport Corporation

JOB DESCRIPTION

Job Title: Director of General Aviation Airports
Department: Operations
Reports To: Assistant Vice President Operations and Maintenance
Status: Non-union; Exempt

SUMMARY: To provide operational and functional management to the General Aviation Airport system and supervision of the GA Airfield Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide day-to-day presence at the five general aviation airports.
- Work with tenants, the FBO, community, and the townships in a robust manner. It is important that the position keeps in close contact with these stakeholders and report back any recommendation that are in line with RIAC's strategy.
- Intricately involved in the operations at the GA airports by keeping track of tasks that need to be completed both on-site and off-site.
- Provide oversight for third-party work at the general aviation airports that include construction work authorized by RIAC through general construction contractors, maintenance contractors, and third party authorized work on leased premises.
- Provide authorization for third party work through "tenant improvement" process.
- Schedule, issue agendas, meeting minutes, and keep records of meetings regarding the individual airports throughout the year.
- Plan and provide recommendations for obstructions at the GA airports and coordinate with Infrastructure group to accomplish safe air space in and around the individual airports.
- Ensure sufficient personnel are available to provide for monitoring, inspection, and support of airfield operations.
- Establish Motor Vehicle Rules and Regulations to comply with local airport safety and security concerns.
- Enforce minimum standards at the GA airports.
- Ensure compliance with applicable state and federal wildlife permits.
- Oversee and assist in the development of annual departmental budgets.
- Approve department spending in accordance with RI state procurement rules and regulations.
- Assist in the establishment of and ensure compliance with departmental policies and procedures.
- Provide prompt response to emergencies at the GA airports around the clock throughout the year.
- Approve personal, vacation, and sick time for all departmental employees.
- Assist in the hiring, training, and issuance of discipline action, up to and including termination, of all departmental employees.
- Perform other related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A thorough working knowledge and experience in FAR Part 139 airport certification compliance.
- A thorough knowledge of snow removal techniques used in an airport environment.
- A thorough knowledge of methods of repair and maintenance activities, materials, and equipment used in maintenance of a General Aviation airport.
- A working knowledge of the methods of maintenance and repair of equipment and machinery, including familiarity of newer and more sophisticated apparatus.
- Proficient computer skills including knowledge of Microsoft Office suite.
- Possess the ability to read and interpret blueprints, plans and specifications.
- Complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the airport.
- Must be available to call back in the event of an emergency and must be willing to work irregular hours.
- Detail-oriented and organized.
- Excellent problem-solving ability.
- Ability to follow highly complex directions.
- Possess strong oral and written communication skills.

EDUCATION/EXPERIENCE:

- A 4-year degree in aviation or business management, with a minimum of 3 years supervisory experience in airport operations at a small or medium or a large hub FAR Part 139 certificated airport, especially the ones where GA airports are part of the system.
- Experience with operations at GA airports beside a commercial airport is a plus.
- AAE certification preferred.
- Experience with snow removal operations at airports preferred.

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

- May need to stay awake for extended hours during emergency situations.
- Ability to drive and walk around the airfield.
- Ability to sit at desk for long periods of time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sometimes in inclement weather when responding to emergencies, loud noise, air quality outside.
- Mainly a climate controlled office environment.