

**Indiana County Airport
Airport Manager Job Description
GRADE 15**

Job Summary:

This is a skilled position that plans, directs, and coordinates the activities concerned with maintenance and operation of airport facilities and construction projects at Indiana County Airport, in accordance with governmental agencies and Airport Authority policies by performing the duties personally or through subordinate employees. The Airport Manager is chiefly responsible for the day-to-day operational oversight of the facility and implementation of the airport's safety program.

The work of the Airport Manager will be performed under the direction of the Indiana County Airport Authority. The Airport Manager is an employee of Indiana County but reports to, and accepts direction from the Authority Board Chairman, who is the Indiana County Liaison. The Indiana County Liaison is the supervisor of the Airport manager and will make written evaluations at the end of a 90 day probation period and annually thereafter. The evaluations will be transmitted to the Indiana County Commissioners who will be the final determination on retention and potential pay increases.

Assignments are skilled in nature and carried out in accordance with general work instructions, established administrative practices, procedures and precedents and any applicable legal standards or regulations.

Participation in the daily operations and maintenance of the Airport grounds and facilities is expected to be a feature of the typical work day for the Airport Manager. The approximate work balance is expected to be 50% office work, 50% hands-on direction and participation in daily operations and maintenance.

Essential Job Functions:

1. Consults with Airport Authority members and governmental officials to plan such matters as design and development of airport facilities; formulation of operating rules, regulations and procedures; and aircraft operations of various types of aircraft. The Pennsylvania Department of Transportation, Bureau of Aviation publication: *Pennsylvania Airport Manager's Safety Handbook, Publication 768 (5-16)* or its subsequent revisions, is a quick reference guide of the standards and procedures associated with a sound airport safety program.
2. Formulates procedures for use in the event of aircraft accidents, fires, or other emergencies.

3. Inspects and reviews inspection reports of the airport facility such as runways, NavAids, buildings, lighting, automotive and equipment to determine repairs, replacements, or improvements as necessary.
4. Coordinates the activities of personnel in the repair and maintenance of airport facility, buildings, and equipment to minimize the interruption of airport operations and to improve efficiency.
5. Directs personnel in investigating violations of ground traffic regulations, reviews investigation reports, and consults with the Airport Authority as to the appropriate actions to be taken against violators.
6. Reviews reports of expenditures and makes proposals for improvement to facilities (including applying the Airport Master Plan).
7. Represents Indiana County Jimmy Stewart Airport before civic or other organizational groups, courts, boards, and commissions with approval of the Authority Board.
8. Performs a variety of duties to support the overall functioning of the airport including the overall safety.
9. Overall management of the staff: work schedules, training and safety, recruitment and employee evaluations
10. Responsible for the maintenance of the grass and snow removal around the Terminal area to the highest of standards. This will either performed personally or designated.
11. Prepare Minutes and Agendas of Authority meetings and distribute them at least 3 days prior to the following meeting. Agendas are to be posted on the Airport's website at least 48 hours prior to meetings.
12. Develop and manage the Airport Budget and financial performance including revenue generation, cost controls and financial reporting.
13. Coordinate with air charter services, contractors and vendors doing business at the airport.
14. Respond to customer and public inquiries, complaints and emergencies in a timely and professional manner.
15. Other duties as assigned.

Additional Responsibilities

1. Scheduling and chairing weekly staff meetings
2. Direct and assist with the completion of all functions of airport; including but not limited to; fueling aircraft, maintenance duties (snow removal, grass maintenance, debris removal from runway and ramp areas, painting and minor repairs), runway maintenance, and the maintenance of a presentable and welcoming terminal area
3. Efficiently and accurately maintain paperwork dealing with sales (cash, check, credit); maintain fuel records and customer logs.
4. Maintain master planning projects and work with contractors to monitor overall safety and completion of projects.
5. Abide by current laws and regulations enforced by the FAA.
6. Meet with County Planning Office, Board of Commissioners, FAA, BOA, DEP, and other related organizations as necessary

Qualifications/Requirements

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

1. Ability to carry out assignments requiring the organization of material and development of procedures including accurate maintenance of data such as the Hangar Waiting List and County Owned Hangar Renter list.
2. Have working knowledge of Airport and FAA rules and regulations.
3. Excellent customer service and conflict resolution skills.
4. Knowledge of financial transactions such as budget preparation and cash flow requirements to meet budget projections.
5. Ability to express ideas effectively, both orally and in writing.
6. Must be able to maintain confidentiality as required by the nature of the job.
7. Knowledge of airport procedures.
8. Ability to organize and categorize information in a database such as Microsoft Word, Excel, PowerPoint, etc.
9. Decision making procedures for future improvements of the airport (including working with contractors)
10. Correspond with the public and represent the airport in various activities and roles.

Education

- High School Diploma or equivalent; Associate degree/college/business school preferred.
- Private or Commercial Pilot's License preferred
- 3 or more years of experience in the aviation field preferred
- 2 or more years experience in business administration
- Must possess a valid Pennsylvania driver's license

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 job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Must possess the ability to record, convey and present information, explain procedures and follow instructions.

- Must be able to sit, stand and walk for long periods of time during the workday. Overhead reaching, carrying/lifting approximately fifty (50) pounds, pushing, pulling and stooping to perform other job functions of the position are also required.
- Dexterity requirements range from simple to coordinated movements of fingers and hands; feet and legs; and torso to carry out the required job functions.
- Must demonstrate emotional stability
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to operate heavy equipment

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

- Works outdoors frequently, including in inclement weather
- Exposure to noise, disruptions and stress.
- Work Hazards include: exposure to fuel fumes and possible explosions, falls, incoming aircraft on runway, heavy equipment, electrical devices, and taxiing aircraft. This is not an inclusive list of potential hazards.

I have read the Airport Manager position job description and fully understand the requirements set forth therein. I hereby accept the position of Airport Manager and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.