



## JOB OVERVIEW

**JOB TITLE:** Airport Manager

**DIVISION:** Airport

**FLSA:** Exempt

### **SUMMARY:**

The purpose of this position is to manage and supervise operations of the Gogebic-Iron County Airport. Oversee airport operations. This position ensures that flight aids are operating, including Ground to Air VHF Communications, and airport and runway lighting systems, and ensures prompt notifications to airport users and appropriate state and federal agency personnel regarding operating restrictions, such as runway problems, repairs, and the need for snow removal.

## JOB DUTIES

### **PRIMARY DUTIES:**

The tasks listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Oversees all airport operations, monitors and implements safety procedures in all airport operations, and recommends and assists in airport long-term development.
2. Oversees preventive maintenance, to include maintenance and repair of runways, electrical, plumbing, buildings, signs, and heavy equipment.
3. Implements snow and ice removal; monitors growth of vegetation affecting airport operations and recommends appropriate actions.
4. Supervises airport employees performing airport operations and maintenance.
5. Covers work shifts for airport employees during vacation, sick, and personal leave.
6. Maintains a flexible schedule to efficiently manage airport operations such as snow watch shifts, training, required travel, covering shifts or meeting attendance.
7. Ensures the airport is in compliance with Federal Aviation Administration (FAA), Federal Aviation Regulations (FAR) part 139, and other County, State, and Federal guidelines.
8. Performs initial and recurrent training program for new and existing employees.
9. Develops the annual airport operating and capital improvement budgets and presents to the Gogebic-Iron County Airport Board for approval.

10. Attends and participates in airport board meetings, and prepares and presents airport activities, reports, and recommendations to the Gogebic-Iron County Airport Board.
11. Participates in the planning and recommendations of airport operation policies.
12. Other duties as assigned

**OTHER DUTIES:**

Ensures all airport flight aids are operating properly. Represents the Gogebic-Iron County Airport to other airports regulating agencies, public meetings, and local and state governments. Manages and maintains fuel inventories. Monitors aircraft owner/operators and ensures compliance with all ordinances, laws, rules, and regulations. Oversees airport zoning policy. Ensures airport secretary prepares meeting and hearing agendas, notices, and minutes.

**JOB SUPERVISION**

Reports directly to the Gogebic-Iron County Airport Board.

Supervises all airport personnel including the secretary, linemen, and seasonal staff.

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Completion of an Associate's Degree and/or 5 years of experience.

**CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license. Must possess Michigan Airport Managers License, National Weather Observer Certification, Airport Security Coordinator Certification, Storm Water Discharge Certification, Wildlife Hazard Management Certification, Federal Aviation Regulations (FAR) Part 139 Annual Certification, and Supervisory Fuel Safety Certification.

Aircraft Power-plant/Air-frame License, Commercial Pilot, and Firefighter Training is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to analyze, classify, compute, tabulate and categorize data. Skills for counseling, mediating, supervising, guiding, training, and persuading others. Ability to use and interpret financial statements, technical operating manuals, state and federal rules and regulation policies, and standard correspondences. Ability to communicate effectively orally and in writing. Ability to calculate percentages, fractions, decimals, volumes, ratios, percent values, and spatial relationships. Ability to interpret basic descriptive statistical reports. Ability to use functional reasoning in supervising, managing, leading, teaching, directing, and controlling. Ability to exercise the judgement, decisiveness, and creativity required in situations involving the elevation of information against sensory and/or judgmental criteria. Ability to adjust and operate equipment and machinery to include snow plows and trucks, aviation radios, power mowers, lights/markers, and hand-held tools. Ability to differentiate colors, forms, sounds, tastes, odors,

and textures associated with job-related objects, materials, and tasks. Ability to work safely under moderately hazardous or uncomfortable conditions, and possible risk of injury.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

Requires work involving: standing, gripping or feeling with hands, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, or crawling, tasting or smelling under 1/3 of the time; walking and sitting 1/3 – 2/3 of the time; talking or hearing, and lifting up to 25 pounds over 2/3 of the time.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

The job may risk exposure to indoor environment, outdoor environment, extreme temperatures, vibrations, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and elevated work hazards.

*Gogebic County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*