



JOB OVERVIEW

JOB TITLE: Airport Manager

DIVISION: Airport

FLSA: Exempt

SUMMARY:

The purpose of this position is to manage and supervise airport operations at the Gogebic-Iron County Airport. This position ensures that flight aids are operating, including Ground to Air VHF Communications, 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. Ensures compliance with local, state, and federal laws and regulations regarding airport operations, security and zoning. The ideal candidate will possess strong leadership skills and experience in airport operations, maintenance, finance, administration and emergency response with excellent verbal and written communication skills.

JOB DUTIES

PRIMARY DUTIES:

The tasks listed below represent most of the time spent working in this position. The Airport Board 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. Works with consultants, state and federal officials in planning capital improvements at the airport. Applies for state and federal grants for future development and improvements. Reviews projects and monitors construction.
3. Oversees preventive maintenance, to include maintenance and repair of runways, electrical, plumbing, buildings, signs, and heavy equipment.
4. Implements snow and ice removal; monitors growth of vegetation affecting airport operations and recommends appropriate actions.
5. Monitors overall compliance with environmental requirements and investigates plans and clean up requirements. Prepares requests for proposals from environmental consultants for services.
6. Supervises airport staff performing airport operations and maintenance to ensure a high level of service. Assists with the personnel management functions of selecting, training, assigning functions, scheduling, performance reviews and addressing employee relations issues. Performs initial and recurrent training program for new and existing employees.

Adopted by The Gogebic-Iron County Airport Board on 01/09/2023.

7. Maintains a flexible schedule to efficiently manage airport operations such as snow watch shifts, training, required travel, covering shifts or meeting attendance.
8. Ensures the airport is in compliance with Federal Aviation Administration (FAA), Federal Aviation Regulations (FAR) part 139, and other local, state, and federal laws and regulations regarding airport operations/security and keeps current on all laws and regulations affecting the airport.
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. Assists with implementing fees and charges for rentals, leases, landing fees and other items. Monitors leases and contracts to ensure compliance by tenants, resolving any issues that arise.
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; aviation preferred.

CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license and Michigan Airport Managers License (or the ability to acquire within a reasonable time frame). Upon hire a National Weather Observer Certification, Airport Security Coordinator Certification, Storm Water Discharge Certification, Wildlife Hazard Management Certification, Federal Aviation Regulations (FAR) Part 139 Annual Certification, Supervisory Fuel Safety Certification and Firefighter Training.

Aircraft Power-plant/Air-frame License, Commercial Pilot is preferred but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

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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, rations, 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.