

AIRPORT MANAGER

FUNCTION OF THE JOB

Under direction, to plan, develop, supervise, and direct the operations and activities of the Airport and its facilities including overall safety, compliance, and public relations; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, directs, and coordinates all functions and operations of the Airport and its facilities.
2. Develops and administers contracts relating to the fixed based operator of the Airport, the control tower, and various land leases.
3. Develops and administers procedures to ensure safety, proper operation, and maintenance of airport facilities.
4. Manages and maintains Airport airside access control system; provides driver training, testing, and access badge issuance.
5. Develops, implements, and manages the Airport's marketing and public relations programs; acts as point of contact for tenants and operators regarding all requests, proposals, and applications; responds to public noise complaints and inquiries; presents the history, benefits, and vision of aviation and the Waukesha County Airport to schools, clubs, and community organizations.
6. Enforces safety regulations and conducts safety inspections of all runways, taxiways, safety and object free areas, runway markings, lights, and aircraft parking areas; performs and/or schedules corrections as necessary; responds to emergencies; coordinates with local governmental agencies on yearly emergency and risk exercises.
7. Conducts inspections of County owned Airport facilities, tools, and equipment; performs and/or schedules corrections as necessary.
8. Develops and maintains the airport emergency response plan and coordinates the plan with various governmental bodies and agencies such as fire and police departments.
9. Develops, implements and administers capital project plans including coordination and compliance with State and Federal programs and requirements within budget.
10. Develops, implements, and administers airport snow removal and vegetation plans and operations.
11. Develops, implements, and maintains wildlife hazard management plan.
12. Prepares, presents, and administers the operating budget and strategic plan for the Airport, defining priorities and objectives for work plans, services, and capital projects.
13. Monitors the execution of the operating budget and approves expenditures.
14. Directs the preparation of RFP's and the evaluation and selection of contracted service agreements.
15. Monitors airport personnel and activities to ensure compliance with applicable County, State, and Federal rules, ordinances, guidelines, codes, and regulations; notifies enforcement authorities if necessary.
16. Prioritizes, plans, phases, and constructs capital projects to align with Federal and State programs and requirements.
17. Selects, assigns, onboards, off-boards, evaluates, supervises, and trains staff; addresses personnel issues and concerns; authorizes corrective action.
18. Prepares and recommends appropriate user rates and charge structures; responds to tenant requests.
19. Makes presentations, recommendations, and reports to the Director of Public Works, Airport Operations Commission, County Executive, County Board, and County Board Committee.
20. Monitors security alerts from Federal and State governments or Transportation Safety Administration; disseminates information as required and responds as necessary.
21. Establishes and maintains effective working relationships with supervisors, employees, County departments and staff, public officials, Airport Commission, County Board, Federal, State and local governments and other external agencies, fixed based operators, contractors and vendors, and the public.
22. Maintains prompt, predictable, and regular attendance.
23. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the principles of airport management.
2. Thorough knowledge of Federal and State rules, regulations, and advisories for airports, aircraft, and aviators.
3. Thorough knowledge of administrative, managerial, budgetary, and supervisory principles and practices.
4. Comprehensive knowledge of occupational hazards and safe work practices.
5. Comprehensive knowledge of managing contracts, lease agreements, service agreements, and other airport related documents such as covenants and standards for buildings and minimum standards for airport operations.
6. Considerable knowledge of airport emergency response plans and local resources available in emergency situations.
7. Considerable knowledge of project administration of airport construction management.
8. Considerable knowledge of division, department, and County electronic devices and computerized systems.
9. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
10. Ability to quickly and accurately analyze a situation and take appropriate action.
11. Ability to effectively utilize project management techniques to handle multiple and competing work projects and assignments on a timely basis.
12. Ability to develop administer and monitor the Airport budget.
13. Ability to research, prepare, organize, and effectively present ideas, concepts, and recommendations both orally and in writing.
14. Ability to prepare bid specifications for contracted service agreements and for routine and special purpose procurements.
15. Ability to work independently and as a member of a team.
16. Ability to plan, organize, direct, review, and evaluate the work of employees and address personnel issues or concerns.
17. Ability to establish and maintain effective working relationships with supervisors, employees, County departments and staff, public officials, Airport Commission, County Board, Federal, State and local governments and other external agencies, fixed based operators, contractors and vendors, and the public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
19. Ability to communicate effectively orally and in writing.
20. Ability to prepare and maintain accurate and complete records and reports.
21. Ability to plan, implement and manage public relations, events, and promotional programs for the airport.
22. Ability to evaluate Airport needs, set priorities for projects and utilize effective project management techniques.
23. Ability to withstand exposure to favorable and unfavorable weather conditions.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in aviation management, business, or related field.
2. Five (5) years work experience in the management or operation of an airport, two (2) years of which were in a supervisory capacity.
3. A master's degree in aviation management, business, or a closely related field may substitute for one (1) year of the non-supervisory work experience requirements.
4. Valid driver's license.