

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: Director of Operations and Maintenance	DATE: 05/04/2015
DEPARTMENT/TITLE OF SUPERVISOR: Operations/Deputy Executive Director, Development & Operations	GRADE/LEVEL: 8 (Exempt)

Position Summary (Primary Function)

Directs and manages airport operations, maintenance and custodial activities of the airport, and ensures compliance with all applicable Federal Aviation Administration rules and regulations.

Position Responsibilities (Essential Functions)

- Manage, direct, and supervise the work of subordinate supervisory staff to ensure the achievement of goals and objectives.
- Prioritize work tasks and assign to employees. Ensure work is completed in a timely manner.
- Maintains currency and accuracy of Airport Certification Manual, Wildlife Hazard Management Plan, Storm Water Pollution Prevention Plan, Spill Prevention Control and Countermeasures Plan and other required documents.
- Enforces airport ordinances, rules and procedures through issuance of violation notices, and determines resulting disciplinary measures and/or fines.
- Schedule work hours to ensure continuous coverage at the airport. Communicate schedule to employees.
- Oversees operation of the Airport Communications Center, and ensures direct support for all organizational departments.
- Monitor airfield lighting, equipment maintenance, airport grounds, and building condition to ensure effective and efficient operations. Ensure that any problems that are identified are resolved.
- Communicates with other Authority staff, tenants, and local and federal government representatives to discuss and clarify problems, report progress, or confer on a plan of action.
- Monitor and review various contracts (i.e., cleaning, pest control, HVAC) for service, value, and efficiency. Manage and direct contract employees while they are on airport grounds directly or through subordinate staff.
- Initiate or oversees various purchasing or bid processes, and reviews, recommends and/or approves procurements for all responsible divisions within organizational policies and procedures.
- Ensure departmental compliance with all applicable FAA, TSA, USDA, NCDENR, EPA and other requirements. Ensures control of hazardous chemicals, substances, and waste within area of responsibility.
- Review, approve and ensure compliance with appropriate leave policies for all subordinate staff.
- Conduct performance reviews. Recommend employee status changes to include hiring, termination, promotion, and salary changes.
- Maintain current knowledge of all Greater Asheville Regional Airport Authority policies, procedures and directives relating to areas of responsibility.

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Education Requirements (Evaluation Factors: Skills, Education, Experience, and Ability)

Bachelor of Science Degree in Business Administration, Airport/Aviation Management or a closely related field, or, in lieu of the education requirement a sufficient number of year's work experience.

Experience Requirements

A minimum of 10 years of work experience at a public airport, at least five of which were in a relevant management or supervisory position.

Special Knowledge, Skills, and Abilities

- Knowledge and understanding of FAR Part 139 and TSAR Part 1542 and Advisory Circular System.
- Familiar with FAA grant management requirements.
- Familiarity and understanding of federal and state storm water requirements.
- Ability to manage multiple departmental divisions and personnel with specialized trade skills engaged in a variety of activities.
- Ability to manage multiple and diverse activities and projects on varying deadlines and under routine pressure.
- Ability to read and interpret detailed documents and information (i.e., leases and contracts, financial reports, etc.).
- Ability to research, prepare and present clear and concise reports and presentations on topics of varying subjects.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and implement directives concerning departmental procedures.
- Positively interact with Authority management and staff, consultants, legal counsel, and representatives of local, state and federal agencies.
- Ability to contribute in a team environment to achieve success for the organization.
- Proficiency in the use of a personal computer and other general office equipment is necessary. Experience with Microsoft Office products required. Knowledge of media, graphic design, and desktop publishing and software products desirable.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Must be able to complete and pass a background investigation as required by the Federal Government.
- Employment is subject to the passage of a pre-employment drug screening.

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Supervisory Responsibility

Responsible for the direct supervision of the Operations Supervisor, Maintenance Supervisor and Custodial Supervisor. Responsible for ensuring that each division supervisor is achieving their goals and meeting the requirements of their individual job responsibilities.

Licenses Required

Valid North Carolina Driver's License.

Certifications Required

Accredited Airport Executive (A.A.E.) or Certified Member (C.M.) designation through the American Association of Airport Executives desirable.

Latitude/Independent Judgment/Accuracy

- Position warrants considerable independence and initiative in decision making regarding the Operations and Maintenance functions of the Authority.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

Working Conditions

- Position is performed in both an office and airfield/site setting, with some local travel, and occasional early morning and evening work requirements.
- The person in this position is typically exposed to the routine pressures and stress associated with the operation of a public airport facility and goals, deadlines, and changing requirements that may be experienced on a routine basis.
- Position is typically available for after-hours contact and will be subject to call-back in the event of emergencies.
- Some out-of-town travel is required.
- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Must be able to drive to various locations on and off airport premises.
- Operates an Authority motor vehicle and must maintain an acceptable driving record.

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APPROVAL SIGNATURES:

_____ Date: _____
Director of Administration

_____ Date: _____
Deputy Executive Director, Development & Operations

_____ Date: _____
Executive Director