



OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE: Assistant Airport Manager Full Time

OPENING DATE: June 6, 2018

CLOSING DATE: June 20, 2018

RECRUITMENT STATUS: Internal/Public

ANNOUNCEMENT #: POS-37-18

SALARY: Grade 10, \$52,200 Annually

DEPARTMENT: Airport

JOB SUMMARY:

The Assistant Airport Manager reports to the Airport Manager and is responsible for providing skilled administrative management assistance in the day-to-day operational and maintenance activities of the Frederick Municipal Airport (FDK)—designated by the Federal Aviation Administration (FAA) as a General Aviation Reliever Airport for BWI, Regan National and Dulles Airport. Under the policies set forth by the Mayor and Board of Aldermen of The City of Frederick, the Assistant Airport Manager will assist the Airport Manager in planning, organizing, and executing Airport administration, financial, operational, maintenance, and public relations tasks along with a variety of other duties as assigned. The Assistant Airport Manager should have knowledge of airport funding requirements, general aviation operations, airport design criteria, maintenance management and recordkeeping, pavement maintenance, airport signage and lighting systems, applicable FAA regulations and Code of Maryland Regulations (COMAR), airport licensing requirements, security best practices, emergency and disaster preparedness, construction management, snow removal, and grounds maintenance. The Assistant Airport Manager monitors and oversees the safe and efficient management of City personnel, vendors, and contractors who perform work on airport facilities and property.

EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the daily management and control of airport facilities to ensure the safe, efficient, secure and continuous operational use of airport runways, taxiways, facilities and other related areas.
- Direct, oversee and participate in the development of airport operations and maintenance work plans and supervision of assigned personnel.
- Oversee development of policies, procedures and schedules to ensure that airport operations and maintenance activities are conducted in accordance with accepted industry practice and standards.
- Conduct and oversee inspection of airport facilities for maintenance, safety and cleanliness.
- Direct preventative maintenance program and initiate work requests for airport repairs through the appropriate City department and/or approved contractor.
- Plan and coordinate special aviation events/activities at the airport such as AOPA Wings ‘N Wheels.
- Communicate airport business through the use of the English language by written, electronic, and verbal communications. The Assistant Airport Manager, as directed by the Airport Manager, maintains and updates the business records for the airport, including general correspondence, special reports, budgets, Notices to Airmen (NOTAMS), project reports, grant administration and invoices for services rendered.
- Develop work schedules and direct personnel assignments, monitor work flow and evaluate work products, methods and procedures.
- Monitor airport tenants and use of the airport to ensure compliance with the Airport's Minimum Operating Standards and Rules and Regulations along with applicable Federal, State and local regulations.
- Coordinate airport matters regularly with The City of Frederick, FAA, and MAA officials, airport consultants, and outside agencies as necessary.
- Provide staff support for the Frederick Airport Commission including scheduling the meetings, disseminating agenda, and recording minutes.

- Promote the airport's interests through tours and active community outreach.
- Direct the airport's promotional efforts through advertising opportunities, conference exhibits, and development of effective marketing materials.
- Communicate with citizens and tenants as necessary to maintain good relations with the public to ensure that citizens have an opportunity to receive airport information.
- Manage the airport's official Facebook page and abide by City policies and procedures related to social media.
- Direct and participate in snow removal operations in accordance with FAA standards to ensure a safe and secure terminal environment during inclement weather.
- Operate a motor vehicle on a regular basis observing legal and defensive driving practices.
- Perform other duties as assigned.

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

REQUIRED EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Business Management, Aviation Management, Public Administration or related field, or an equivalent combination of education and/or experience may be considered in lieu of the educational requirement.
- Minimum of five years of experience in airport management (civil or military), facility maintenance management, or equivalent experience.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Certified Member (C.M.) designation with the American Association of Airport Executives (AAAE) or ability to obtain certification within 18 months of hire date.
- Valid Maryland Driver's License
- Maryland Class B Commercial Driver's License (CDL) with Air Brakes endorsement or the ability to obtain within one (1) year of the start date of this position.
- Ability to obtain Airfield Driver certification within one (1) year of employment.
- United States Citizen.

PREFERRED NOT REQUIRED:

- Private Pilot Certificate
- Commercial Driver's License

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and interpret documents using the English language.
- Ability to calculate figures and amounts such as interest, percentages, etc.
- Ability to create and maintain documents using Microsoft Word, PowerPoint, Project and Excel

- Knowledge and experience in budget preparation, fiscal management, and basic accounting practices
- Ability to effectively supervise, direct and evaluate the performance of staff members.
- Strong and effective written and spoken communication skills including the ability to effectively and clearly present complicated technical information to officials, peers, and citizen groups.
- Knowledge of the following:
 - Air Transportation Industry
 - Airport Services
 - Air Traffic Control Services
 - Disadvantaged Business Enterprise Requirements
 - Airport Leases
 - Facility Maintenance
 - Aviation Weather
 - Airfield Navigation Facilities
 - Aircraft Type Identification
 - Airport Safety Practices
 - Federal Aviation Regulations
 - Airport Improvement Program
 - State Aviation Regulations
 - Airport Planning
 - Public and Community Relations
 - Environmental Compliance

PHYSICAL DEMANDS: *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 enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to move about in an office environment and to perform inspections of airport facilities. This position requires visual acuity which permits the employee to comprehend written work instructions and review a wide variety of written correspondence, reports, and related material in both electronic and text form. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl and climb. The successful candidate must be able to regularly lift 50 lbs. with occasional lifts of up to 100 lbs. with assistance.

This individual must be able to express or exchange ideas by means of the spoken word, including activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, and/or quickly.

The job holder is required to have the visual acuity necessary for normal visual inspection (with or without correction), including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The worker must have the ability to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication, and to make the discriminations in sound. The worker is required to listen to and understand information and ideas presented in the English language through spoken word and sentences. This individual must have the ability to recognize there is a problem. The worker is required to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. This individual must have the ability to coordinate two or more limbs while remaining in a stationary position, standing or lying down.

This position requires the employee to be available during public events and may require evening and weekend hours as needed. The position requires the employee to direct snow removal activities, which may take 12 to 36 hours to complete.

WORK ENVIRONMENT/CONDITION: *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*

The candidate frequently performs work indoors in an office setting. The candidate occasionally performs work outdoors where they are exposed to varying weather conditions. The noise level in the work environment is frequently moderate to heavy. The candidate will be required to operate heavy snow removal and mowing equipment from time-to-time.

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