

## **AIRPORTS OPERATIONS MANAGER**

### **DEFINITION**

Under general direction, manages and administers the Operations Division of the Airports Department including airside/landside operations; coordinates the review and approval of construction projects and specifications; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

### **DISTINGUISHING CHARACTERISTICS**

Airports Operations Manager is responsible for the overall management of the Airports Operations Division, which includes the Airfield Maintenance and Building Maintenance sections. Within guidelines set by the Director of Aviation, the incumbent establishes and implements all necessary operational procedures. This class is distinguished from Airports Airside/Landside Superintendent in that incumbents of the latter have responsibility for sections within the Airports Operations Division. This is an unclassified position in which the incumbent serves at the will of the Department Director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but not limited to, the following:*

Oversees, plans, organizes, and manages the day-to-day operations and activities of the Airport Operations Division including airfield maintenance and building maintenance activities; plans, coordinates, administers, and evaluates projects, processes, procedures, systems, and standards; develops and coordinates work plans; ensures compliance with applicable federal, state, and local laws, regulations, codes, and standards.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Plans, develops, manages, and implements complex airport related projects from inception through completion including coordinating activities with contracted construction companies and project managers, reviewing and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, evaluating construction companies, and performing other project management activities.

Reviews and inspects airport maintenance and safety operations to identify problematic areas and to ensure compliance with local, state, and federal regulations.

Develops, prepares, and administers the Division budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Analyzes, recommends, and executes cost reduction, and other methods to increase the efficiency and productivity of airport facilities and maintenance and safety operations.

Serves as the liaison for the Airports Operations Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Participates on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; represents the Director of Aviation with private industry and applicable federal, state, regional, special districts, and county agencies regarding a variety of departmental issues.

Establishes training programs and safety procedures for the Division.

Provides responsible staff assistance to the Director of Aviation; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to airport operations programs, policies, and procedures as appropriate; may represent the Department in operational matters.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services, and activities of an airport operations program.

Airport management, operations, and maintenance.

Airport development principles, practices, and procedures.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations including state and federal airport operations and safety regulations.

**Skills to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Oversee and participate in the management of a comprehensive airport operations program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Establish and maintain a continuous maintenance program.

Read and interpret engineering plans and specifications.

Prepare clear and concise reports, records, and other written materials.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain working relationships with subordinates, City officials, and the public.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Airport Management, or a closely related field; and

### **Experience:**

Four years of managerial experience in airport or building and construction operations. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

**Special Requirement:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

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