AIRPORTS SAFETY MANAGEMENT SYSTEM MANAGER

DEFINITION
Under general supervision, develops, manages and administers a Federal Aviation Administration compliant Safety Management System (SMS).

SUPERVISION   RECEIVED/EXERCISED
Receives supervision from the Department Director or designee and may exercise supervision over assigned staff.

DISTINGUISHING   CHARACTERISTICS
The Airports SMS Manager is responsible for the overall implementation and management of the Safety Management System in compliance with Federal rules and regulations. Within guidelines set by the Director of Aviation and regulatory authorities/governing bodies, the incumbent plans and coordinates with all Airport divisions and tenants the details of the Airport SMS. In addition, this position is responsible for other aviation safety-related projects or programs as assigned. This is an unclassified position in which the incumbent serves at the will of the Director of Aviation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
May include, but not limited to, the following:

Develops and maintains relationships with representatives with all operational departments, regulatory authorities/governing bodies (FAA, NTSB, ICAO, TSA, CBP, etc.) regarding the development and management of the Fresno Airports SMS.

Develops, implements and manages the Department Safety Management System in compliance with Federal rules and regulations; utilizes risk assessments and data analysis to identify the effectiveness of the program.

Conducts research and performs analysis of hazards; develops policies and procedures in support of the Safety Management System.

Develops recommendations based upon data collected and findings; including experience, trends and statistics of similar facilities; audits the plan to ensure its effectiveness; and reviews and updates the Safety Management System regularly.

Tracks the implementation of safety recommendations following safety inspections, accidents or other means of hazard or risk identification; ensures corrective actions are enacted and deficiencies are minimized and corrected.

Conducts investigations into safety related aspects of department operations to determine contributing factors and root causes as well as implementing measures that would prevent similar events from occurring,

Facilitates and conducts Safety Risk Assessments (SRA) of department construction projects, special events, and operational policy and procedure changes.

Prepares monthly activity reports for the Department Director on the status of the Safety Management System; documents the outcome of accident investigations and safety inspections; recaps the safety training provided; and provides recommendations to improve facility safety.

Develops and provides safety and Safety Management System training to employees and others; and conducts training needs analysis.

Develops, justifies and administers the budget for this program.

Plans, coordinates, supervises, trains, and evaluates the performance of assigned staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Safety procedures for construction and maintenance.

The Airport operational environment including the movement and non-movement areas and air carrier ramp operations.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Pertinent federal, state, and local laws, codes, and regulations regarding Department operations.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to:

Use safety-related tools, instruments and materials.

Follow directions given over radio, orally, or in writing.

Establish and maintain effective working relationships with those contacted in the performance of work.

Learn and apply airport safety rules and regulations.

Work independently and in a team environment.

Write effective reports, business correspondence, and materials.

Read and interpret engineering plans and specifications.

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

Respond calmly in a fast paced environment with constantly shifting priorities.

Prepare and administer program budgets.

Skill to:

Safely operate a motor vehicle.

Analyze a variety of safety and administrative problems; and ability to make sound policy and procedural recommendations.

Gather and compile supporting resource materials.

Provide effective customer service to internal and external customers.

Use the computer and various applications including Word, Outlook and Excel.

Conduct research and analysis; and prepare effective written and oral reports.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Aviation or other Safety Management related field; AND Four (4) years of experience in Airport safety and compliance or related experience which demonstrates a thorough understanding of the aviation industry and safety rules and regulations.

Special Requirements

Possession of a Class C California Driver's License is required at time of appointment, and must be maintained through entire term of employment in this class.

APPROVED: *(Signature on File)*
            Director of Personnel Services

DATE: 02/22/2019

NEW: JTC/SCM: 2/14/19