

City of New Bedford, MA

Job Description

Job Title: Assistant Airport Manager

Pay Grade: M-11

Pay Range: \$63,385 – \$79,238

JOB SUMMARY

Perform highly responsible functions of a professional, administrative, and technical nature. Plan, organize, and direct the day-to-day operations and maintenance of the New Bedford Regional Airport; and perform related duties as assigned and required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Supervise the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance, and repair of airport buildings, runways, taxiways, vehicles and ground maintenance; work with other City departments and provide assistance as necessary.
- Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff; manages all Federal Aviation Administration (FAA) and Mass DOT Aeronautics Division airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.
- Responsible for all vehicle and equipment repairs, purchases, and maintenance; develops and executes preventative maintenance program, airport vegetation management program, etc.
- Maintain the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.
- Develop and execute a thorough ASP (Airport Security Plan) and coordinate with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator; coordinate the 10-year background check, fingerprint, and security camera programs.
- Ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives; coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.
- Participate with Airport Manager in determining short- and long-range planning efforts; submit annual goals and objectives to the Airport Manager and Commission.
- In conjunction with the Airport Manager, prepare the Airport budget to include Capital improvement Plans and Service Priority Packages.
- Provide or arrange for training and instruction of airport workforce; evaluate the performance of subordinates; assist in settling union grievances; issue oral and written reprimands; recommend step

increases; provide input into the selection of new employees; ensure that employees are following proper safety procedures.

- Determine the safety of the airfield and surface conditions, and order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager; coordinate with appropriate representatives from the Airport's ATCT, the FAA, the Mass DOT Aeronautics Division and other agencies as necessary.
- Plan and oversee the Airport's purchasing program; prepare bid documents for airport materials, services, and specialized equipment; evaluate bids and make recommendations to the Airport Manager; handle inquiries and complaints from customers and tenants on airport-related matters; administer the aircraft-fueling policy and develop an auditing program to track actual fuel received and total dispensed.
- Perform similar or related work as required or as the situation dictates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Aviation Management, or related field.
- At least five years of experience in airport operations, more than three of which were in a management or supervisory capacity.
- And equivalent combination of education and experience.

Licensing/Certification

- Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04.
- Must possess a valid Massachusetts driver's license and good driving record.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

OTHER JOB REQUIREMENTS

Must be able to pass FAA background security check as a result of working with highly sensitive areas.

SUPERVISORY RESPONSIBILITIES

Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations. Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.

Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work

at this level requires a working knowledge of all departmental operations; work involves both standard and non-standard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods with frequent tours of the airport. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Frequent bending, standing and lifting.

The City of New Bedford, MA is an Equal Opportunity Employer.

Signature

Date