

## **VILLAGE OF SPARTA**

### **JOB DESCRIPTION: AIRPORT MANAGER**

The Airport Manager oversees and manages all airport operations in compliance with FAA and MDOT regulations. The main responsibility of the airport manager is to ensure the safe and efficient operation of the airport on a daily basis. This includes knowledge of airport, FAA and Michigan Aeronautics Commissions policies and procedures. The airport manager works closely with federal and state aviation committees and departments that generate rules and regulations for all aspects of airport business and security. The airport manager must ensure that all aspects of the airport are functioning within these regulations or he or she must take the necessary actions to bring them into compliance.

#### **Duties:**

1. Ensure safe and efficient operation of airport in compliance with Federal Aviation Administration and MDOT regulations.
2. Management and operations of aircraft refueling and revenue operations including all applicable accounting responsibilities.
3. Administers leases for airport space on behalf of the Sparta Airport and handles related tenant problems. Provides management of hangar and land-lease facilities for private and corporate aircraft, fixed-base operators, and other airfield tenants. Responsible for collection of monthly payments from tenants and lessees.
4. Airport Maintenance, including snow removal, and seasonal grounds keeping, Knowledge of airport construction and maintenance procedures sufficient to coordinate any contractors or other Village employees. Directs the inspection of aviation and airport facilities and arranges for corrective maintenance work, landscape installation and maintenance. Capable of operating airport equipment including tractor and snow plow.
5. Supervising and training of all Airport personnel (one part time grounds/maintenance position)
6. Prepare payroll for employees.
7. Assist in preparation and managing of annual airport budget and submits proposed annual budget to the Village Manager.
8. Prepare Monthly Reports for the Village Manager on a regular basis or when requested.
9. Comply with Village of Sparta policies and regulations.

10. Maintain a dialog with Village Government, attend necessary Department Head and Common Council meetings when requested.
11. Acts as media contact regarding airport activities and responds to all airport emergencies (including anything from a minor mishap to a major airplane crash).
12. Maintains good working relationships with fixed-base operators, airline personnel, government agencies, airport organizations, legislators, and community/airport participants. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
13. Prepares recommendations and specifications for airport purchasing and capital improvement projects; coordinates any construction work with other Village personnel, contractors, airport tenants and the public.
14. Writes and administers airport grants.
15. Accompanies Federal Aviation Administration (FAA) and MDOT inspectors throughout their inspections of the airport.
16. Reviews and makes changes, as necessary, to Airport Procedure Manual, Airport Emergency Plan and Airport Security Plan.
17. Responsible for handling airport related noise complaints and good public relations on behalf of the Village of Sparta.
18. Knowledge of FAA/FCC radio transmission, procedures and protocol.
19. Formulates and manages programs for the development and promotion of aviation and airport facilities.
20. Directs planning and implementation of airport operation to ensure compliance with existing environmental standards and government regulations.
21. Completes a variety of required inspections for compliance. DEQ, Storm Water, Airfield inspections.

## **QUALIFICATIONS**

### **Knowledge of:**

Thorough knowledge of: modern business principles and practices as they relate to governmental management of an airport.

Considerable knowledge of: federal, state and local rules and regulations affecting airport operations; methods of airport financing; noise abatement requirements and procedures; current and proposed legislation as it affects airports and air transportation in general, airport security and safety, air carrier operations; Federal Aviation Administration and Michigan Department of Aeronautics Program decisions and regulations.

Working knowledge of: modern office methods and procedures including Microsoft Word, Excel and PDF documents.

The development of airport master plans, airport land use and zoning regulations, as well as airport construction and preventive maintenance principles.

Business background. Budget preparation and administration.

Effective supervisory principles and practices.

General maintenance skills and repair of facility and equipment.

**Ability to:**

Organize, manage and evaluate the operation of a modern airport facility; plan, direct and evaluate the work of employees and contractors.

Determine long range needs for expansion and development.

Plan and organize research and statistical work relating to the various aspects of administration, budget and general management matters.

Interpret and apply local state and federal rules, regulations and ordinances.

Effectively communicate orally and in writing, and present conclusions before advisory and policy bodies

Establish cooperative relationships with the public and effectively promote the concept of municipal airport operation and the benefits of air transportation.

Establish and maintain effective working relationships with management personnel, employees, tenants and the public in carrying out sound management policies.

Perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters.

Analyze and evaluate complex administrative problems, budget requests, and a variety of programs, systems and procedures; and address financial, technical, administrative, and personnel problems.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid driver's license required.

Ability to pass Airport Manager Written Test administered by Michigan Department of Aeronautics.

## **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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORKING ENVIRONMENT**

Work is primarily performed in an office environment and in the field where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting and moving moderate weight objects; occasional exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions; exposure to hurt or deceased individuals and human blood and body fluids is possible; may experience regular exposure to equipment and aircraft noise; may work under stress of deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. 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.