

AIRPORT MANAGER

DEFINITION

Under City of Merced administrative direction to direct, plan, organize and manage the operations and services of the Merced Regional Airport; to ensure the safety of runways, taxiways, and ramps for air traffic; to be responsible for the maintenance and development of Airport facilities and grounds; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top level management classification for the position which has responsibility for managing and directing the services and functions of the Merced Regional Airport.

REPORTS TO

Assistant City Manager or designee.

CLASSIFICATIONS SUPERVISED

Staff assigned to Airport operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, and manages the operations and services of the City's Commercial Service (Part 139) Airport; coordinates and supervises FAA airline security and airport certification requirements; develops, maintains, and updates the Airport Operations Manual, the Airport Security Manual, and the Airport Emergency Manual; prepares and implements the Airport's annual budget and controls expenditure; develops and implements storm water pollution prevention plans; plans, prioritizes, assigns, and reviews the work of staff assigned to Airport maintenance and operations activities; provides staff training and work evaluations; develops usage and service fees; prepares leases for aircraft hangars and tie downs and utilization of Airport facilities; provides a variety of staff support for the Merced Regional Airport Authority, preparing agendas, making presentations, and recording minutes of monthly meetings; has responsibility for the development and submission of Airport operation and activity records; serves as a liaison between the FAA, State of California, Airport tenants, commercial operators, and the City; ensures proper adherence to a variety of rules and regulations governing Airport operations and services; develops plans and recommendations for future Airport development and Capital Improvements; receives and resolves complaints; receives and responds to variety of inquiries and information requests regarding Airport services and operations; represents the City and the Airport with citizens, community organizations, and other government agencies.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; ability to climb a minimum of four (4) stories of stairs inside the Airport tower; corrected hearing and vision to normal range; verbal communication; use of a variety of hand and power tools; operate vehicles and equipment; use and operation of radio communications equipment; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office, Airport facilities, and outside in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to gasses, fumes, dust, grease and oils; exposure to moving equipment; exposure to electrical current; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of Airport operations, maintenance, and development.

Federal Aviation Administration and other laws, rules, regulations, and policies affecting Airport operations and services.

Operation, maintenance, and utilization of weather observation equipment.

Operation and maintenance of Airport radio and communications systems and equipment.

Budget development, administration, and expenditure control.

Lease and contract development and administration.

Use of computers and computer applications in program and services development and evaluation.

Principles of management, supervision, training and employee evaluation.

Ability to:

Plan, organize, manage, and direct the functions and services of the City's Municipal Commercial Airport.

Plan, schedule, and oversee the operations and maintenance of Airport facilities.

Provide supervision, training, and work evaluations for assigned staff.

Provide a variety of consultation on Airport development, utilization, and operations to the Merced Regional Airport Authority, City elected officials, management, and staff.

Develop and administer contracts and leases.

Operate a variety of motorized equipment used in Airport operations and maintenance.

Gather, organize, and analyze data, preparing a variety of reports.

Use a computer and appropriate software in performing management and administrative responsibilities.

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DESIRABLE QUALIFICATIONS (continued)

Effectively represent the City and the Airport in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of four-year bachelors degree in Airport Management, Public Administration or related field and two years full-time experience in an equivalent managerial position at a comparable airport; experience at a non-commercial (military, cargo or general aviation) airport may be qualifying if the experience is comparable to work performed at a commercial service airport. Experience in airport operations, airport management, or a related field is required.

American Association of Airport Executives - Certified Member (AAAE CM) or higher certification is highly desirable.

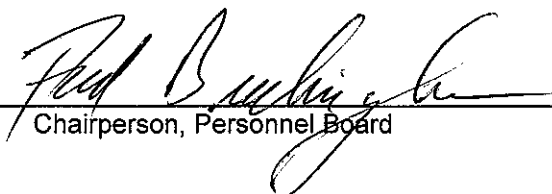
Special Requirements:

Possession of a current, valid California Driver's License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by the City Manager.

APPROVED


Chairperson, Personnel Board

DATE

1-10-11