



**Position Description**

<b>Department</b>	Facilities
<b>Position Title</b>	Manager - Airfield
<b>Grade</b>	10
<b>Reports To</b>	Manager – Facilities
<b>FLSA</b>	Exempt
<b>Approved Date</b>	September 1, 2003
<b>Revised Date</b>	February 25, 2010
<b>Purpose</b>	Plans, coordinates, directs and manages airfield maintenance resources and activities associated with equipment, properties, vehicles, roads and taxiways, airfield electrical systems and items outside of the Airport terminal to ensure all aspects of these areas are operational and clean.
<b>Duties &amp; Activities</b>	Supervises the Airfield Maintenance, the Airfield Electrical, Fleet Services and the Equipment Maintenance components.
	Hire, train, supervise and evaluate airfield crew performance. Formulates and enforces policies and procedures. Ensures daily records are kept in accordance with FAA standards.
	Assess and maintain inventory of equipment and supplies necessary for maintenance and repair operations. Oversees submission of stock orders for purchase of supplies and materials necessary for the three airfield components to function in a safe and efficient manner.
	Complete work orders involving activities such as electrical maintenance, painting, repairing concrete and/or drainage areas, related grounds maintenance.
	Reviews construction plans and attends preconstruction meetings; makes minor engineering and construction decisions to insure continuity of work. Assists in the coordination of activities to ensure no scheduling conflicts.
	Implements procedures for snow and ice control; coordinates required annual snow plan workshop with other airport sections, airport users, and other interested agencies.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<b>Role Definition</b>	Supervisor/Manager

<b><i># of Direct Reports</i></b>	16
<b><i># of Indirect Reports</i></b>	2
<b><i>Budget Responsibilities</i></b>	Oversight of Departmental Budget
<b><i>Education &amp; Experience</i></b>	Bachelor degree in Construction or Mechanical Engineering, Business Administration or related area. Seven years of heavy equipment operation experience and five or more years of supervisory experience in an airport maintenance environment. Sufficient related work experience may be considered as a substitution of education requirement.
<b><i>Language Skills</i></b>	Ability to read, interpret documents such as safety rules, operating and maintenance instructions, construction documents such as blueprints and specifications, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<b><i>Math Skills</i></b>	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance.
<b><i>Reasoning Ability</i></b>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<b><i>Computer Skills</i></b>	Requires intermediate word processing, database and spreadsheet experience.
<b><i>Technical/Trade Skills</i></b>	Working knowledge of construction, heavy equipment, environmental issues, electrical systems, airfield lighting control systems, ground and pavement management, and other general maintenance. Working knowledge of FAR part 139, FAR part 1542, and FAR part 77.
<b><i>Interpersonal Skills</i></b>	Typically requires highly developed interpersonal skills for dealing with sensitive or controversial situations.
<b><i>Licenses/Certifications</i></b>	Commercial Driver's License and herbicide license are required.
<b><i>Physical Effort</i></b>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (8 - 20 pounds).
<b><i>Job Environment</i></b>	Regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<b><i>Job Hazards</i></b>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury.
<b><i>Job Pressures</i></b>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.