

TITLE: ASSISTANT AIRPORT MANAGER
LEVEL: M-9 \$57,066 - \$69,609
DEPARTMENT: NEW BEDFORD REGIONAL AIRPORT

FUNCTION: Performs highly responsible functions of a professional, administrative and technical nature. Work primarily involves planning, organizing and directing the day-to-day operations and maintenance of the New Bedford Regional Airport.

SUPERVISION RECEIVED: Reports directly to the Airport Manager. This position warrants considerable independence and initiative in decision making and therefore requires the prioritization of safety and a high level of technical accuracy as the level of impact resulting from errors could have negative effects. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

SUPERVISION EXERCISED: Oversees all airport staff, and will serve 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 Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, organizes, coordinates and supervises the work of subordinate employees. Responsible for the training and development of airport personnel, including the execution of performance evaluations for all subordinate employees. Administers bi-monthly airport tenant meetings and handles general inquiries from customers and airport tenants. Develops and executes an organic and targeted airport marketing program to meet the goals and objectives of the Airport Manager and the Airport Commission's Marketing Committee. Oversees the maintenance and repair of all airport assets including vehicles, buildings, and airfield infrastructure. Acts as a liaison with required federal, state, and/or local agency including other City departments. Assists in the planning of airport improvement projects and provides daily oversight of all airport construction projects. Assists with the preparation and management of the airport's operating budget. Position is considered Essential Personnel and will be subject to on-call after normal working hours. Responds to the airport during emergency situations and provides operational oversight. Position is designated as Snow Boss during winter weather conditions and responds in accordance with the Airport's Snow Plan to ensure a safe operating environment. Performs similar or related work as required.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's Degree in Aviation Management or related field with a minimum of five years of experience in airport operations, and preferably a minimum of two years in a management/supervisory capacity.

Necessary Knowledge, Skills and Abilities: Thorough knowledge and understanding of rules and regulations affecting airport operations, including Federal Aviation Regulation (FAR) Part 139 and Code of Federal Regulations (CFR's) parts 1540 and 1542. Knowledge to develop and implement policies and procedures. Knowledge and understanding of airport communications. Knowledge of snow removal equipment, mowers, and other airport operating equipment. Knowledge of snow removal operations and techniques. Ability to operate snow removal equipment; plow trucks, blowers, loaders etc. Ability to read and interpret detailed information such as leases and contracts, architectural and engineering drawings, and regulatory advisories and directives. Ability to supervise, manage and plan. Ability to instruct on the field and in a formal classroom setting. Ability to communicate effectively both orally and writing. Ability to exercise good judgment in adverse situations. Ability to interact with members of the public, airport tenants, and government officials. Ability to proficiently use a personal computer including Microsoft Word programs. Ability to learn and utilize various management information systems. Skills in coordinating and motivating personnel within a team environment. Skillful in building and maintaining sound working relationships. Skillful in finding creative and effective solutions

SPECIAL REQUIREMENTS: Must be able to pass a security check as a result of working in highly sensitive areas. Possession of a valid Massachusetts driver's license with good driving record. Must be able to obtain a MassDOT Aeronautics Division Airport Manager License and additional certifications as required. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office setting with frequent tours of the airport. Occasional direct exposure to adverse weather conditions and hazards. Occasional exposure to extreme noise while working on or near the field. Attends Airport Commission and City Council meetings as required. May be required to operate basic aircraft rescue equipment in emergency situations.

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. Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Vision at or correctable to normal ranges. Frequent bending, standing and lifting. Position requires the ability to operate a keyboard and standard office equipment.

SELECTION GUIDELINES: Formal City of New Bedford application must be completed. Resumes will be accepted as additional information. Rating of education and experience, oral interview, reference check and job-related tests may be required.

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.

The essential functions or duties listed below are intended 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 relating to the daily operation of the airport.