

## City of Rapid City Job Description

<b>Job Title</b>	Airport Operations Manager		
<b>Job Code:</b>	AOPM	<b>Bargaining Unit:</b>	Non-Union
<b>Pay Grade:</b>	See Wage Scale	<b>Date Revised:</b>	5/24/2023
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for assisting with the day-to-day airport operations designated by the Airport Director of Operations. Responsibilities include coordinating all airport operational activities within an airport environment, implementation of airport security policies, management of irregular operations, ensuring compliance with FAR 139 safety standards, ensuring compliance with TSA 49 CFR 1542 regulations, and ensuring compliance with any other applicable local, state, or federal guideline. May act as Director of Operations in his/her absence. The Airport Operations Manager maintains all qualifications and certifications for performance of TSA 49 CFR 1542 Security and FAA CFR Part 139 operations. Assists with development of department policies, standard operating procedures (SOPs), and standard operating guidelines (SOG).

### 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. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directly oversees the airport operations department.
- Acts as primary liaison with TSA staff and FAA Certification officials.
- Manages access control program to include airport identification system and access control equipment.
- Performs inspections in accordance with Federal Aviation Administration (FAA) requirements.
- Represents airport management with tenants, other agencies and the general public to ensure safe and efficient operation of the airport.
- Ensures compliance with federal, state, and local regulations pertaining to airport operations.
- Inspects airport facilities, including runways, taxiways, ramps, perimeter barriers and buildings, records discrepancies and arranges for corrective action.
- Directs airfield snow operations; ensures staff, equipment and treatments are being utilized in a safe and timely manner for removal of snow and ice.
- Oversees parking lot operations. Including management, planning, and troubleshooting.
- Issues appropriate notices to airmen (NOTAMS) when hazards exist and initiates closure of all or parts of the airport, as necessary.
- Responds to aircraft accident/incident, security, and other emergency situations that occur on airport property; directs and coordinates related activities, implements emergency or security plan measures until relieved by proper authority.
- Documents significant events during shift, conducts surveys, prepares reports, and maintains records.
- Prepares requests for equipment, supplies, and materials.
- Obtains figures and estimates in the preparation of the airport operations budget and makes budget recommendations for additional capital equipment and calculation of operating expenses.
- Responsible for initial and recurrent employee training of security procedures.
- Enforces safety rules and other accident prevention measures.
- Ensures and enforces TSA requirements as outlined in the Airport Security Program.
- Reviews and updates the Airport Security Program.
- Reviews and updates the Airport Emergency Plan.

- Responsible for fulfillment and periodic revision of the Airport Certification Manual.
- Prepares work schedules for Airport Operations personnel.
- Works variable hours, to include weekends and holidays, and on-call as needed.
- Performs other tasks as determined by airport management.

## **Qualifications:**

### **Education and/or Experience:**

Bachelor's degree from an accredited college or university with preferable coursework in airport/aviation management or related field. Three years related experience and/or training in airport facility maintenance or operations. Progressively responsible experience in airport facility maintenance or aviation operations at an FAR 139 commercial service airport. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

### **Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must possess certification as an AAAE Airport Certified employee (ACE) of Operations or ability to obtain within one (1) year from date of hire. AAAE Airport Certified Employee (ACE) of Security or AAAE Certified Member (C.M.) desired. Must possess FEMA/ICS-200 level or obtain within one (1) year from date of hire.

## **Working Conditions:**

*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.*

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate but subject to change. The position is required to work in all weather conditions.

## **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 frequently required to walk; sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.