MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: October 13, 2020
RE: Establish Position of Airport Facilities and Maintenance Manager

At the July 14, 2020, Airport Board meeting, staff presented a proposed organization chart for 2021. This includes the addition of a Maintenance Manager and an Operations Manager. With the approved 2021 budget including the creation of a new Landside/Terminal Maintenance Department, staff has focused efforts on the maintenance position.

Working with the City Human Resources Department, attached is the job description created for an Airport Facilities and Maintenance Manager. This is the first step in getting the new department up and running. Upon Board approval of the new position, staff will begin efforts to recruit and fill the position. The salary for this position was included in the 2021 budget.

**STAFF RECOMMENDATION:** Staff recommends Board approval to establish the new position of Airport Facilities and Maintenance Manager.
RESOLUTION 2020-09

RESOLUTION TO ESTABLISH THE POSITION OF AIRPORT FACILITIES AND MAINTENANCE MANAGER

WHEREAS, the Airport Executive Director has requested the position of Airport Facilities and Maintenance Manager should be established to provide the necessary services at the airport; and

NOW, THEREFORE, BE IT RESOLVED that the exempt position of Airport Facilities and Maintenance Manager be created; and

BE IT FURTHER RESOLVED the Rapid City Regional Airport Board requests position of Airport Facilities and Maintenance Manager shall be placed on the Non-Union compensation scale as follows:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Facilities and Maintenance Manager</td>
<td>20</td>
<td>$54,484.41</td>
<td>$82,093.76</td>
</tr>
</tbody>
</table>

Dated this 13th day of October 2020.

RAPID CITY REGIONAL AIRPORT BOARD

_______________________________________
Darren Haar, President

ATTEST:

_______________________________________
Shawn Gab, Secretary
City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Airport Facilities and Maintenance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>ADFM</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>20</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>10/09/20</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
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</table>

**General Summary:** This position manages the Rapid City Regional Airport Facilities and Maintenance Division to ensure the airfield, facilities and equipment are maintained in a safe, reliable, and operational condition.

**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.

- Inspects, manages, and assists with the maintenance and repair of all airport owned facilities and associated systems.
- Ensures compliance with requirements as established by the airport board, city ordinances, state and federal regulations.
- Manages airport snow and ice control.
- Prepares, develops, maintains, coordinates, and implements procedures and policies for the day-to-day operations of the Airport as they relate to facilities and maintenance.
- Makes recommendations to airport management regarding the acquisition, maintenance and repair of airport vehicle fleet.
- Assists in the coordination and management of construction and maintenance projects.
- Inspects all plans and specifications for compliance with standards and regulations.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Responds to and resolves difficult inquiries, complaints, and issues.
- Plans and coordinates daily maintenance operations; schedules work assignments.
- Ensures the adequacy and availability of necessary work force, supplies, and equipment.
- Oversees compliance with maintenance schedules.
- Prepares invoices for purchases; maintains purchase records.
- Maintains records and prepares technical reports.

**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 or;
- An equivalent combination of education, training, and experience that demonstrates appropriate knowledge, skills, and abilities.
- Knowledge of FAA and TSA rules and regulations, HVAC, plumbing, pavement maintenance, vehicle and heavy equipment operation and repair.
- Advanced knowledge or understanding of airport and commercial aviation operations strongly preferred.
Certificates, Licenses, Registrations:
- Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
- AAAE Certified Member, and/or Accredited Airport Executive is desired.
- Must obtain and maintain a Secure Identification Display Area (SIDA) Badge.
- Must obtain and maintain an airport movement area driver permit within 30 days 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.**

The employee is frequently exposed to outside weather conditions and extreme cold. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

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.**

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