City of Rapid City
Job Description

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<thead>
<tr>
<th>Job Title</th>
<th>Airport Director of Operations &amp; Maintenance</th>
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<tr>
<td>Job Code:</td>
<td>ADOS</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU23</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>2/3/2022</td>
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**General Summary:** This position is responsible for managing the day-to-day airport operations and maintenance ensuring compliance with local, state and federal regulations. May act as Executive Director in his/her absence. The Director of Operations and Maintenance 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.*

- Directs airport operations and maintenance including: safety, security, emergency response, and federal certification compliance requirements.
- Prepares, develops, maintains, coordinates and implements procedures and policies for the day-to-day operations of the Airport as they relate to operations and security and ensures compliance with requirements as established by the Airport Board, city ordinances, state and federal regulations.
- Oversees and coordinates emergency operations and special events in partnership with maintenance leadership and is responsible for final decisions concerning the event (snow, security, injury, etc.).
- Directs the commercial airport certification program in accordance with Title 14, Code of Federal Regulations, Part 139 and applicable Advisory Circulars; prepares, coordinates, implements, and ensures compliance with Airport Certification Manual.
- Directs the commercial airport security program in accordance with 49 Code of Federal Regulations, Part 1542 and applicable TSA Security Directives; prepares, coordinates, implements and ensures compliance with Airport Security Plan.
- Directs Wildlife Hazard Management Plan; mitigates wildlife hazards, prepares reports, maintains records and ensures compliance.
- Directs the Storm Water Pollution Prevention Plan; inspects, prepares reports, maintains records and ensures compliance.
- Directs the airport training program including: FAA certification, TSA security, and hazardous wildlife management.
- Interacts with airport tenants to ensure compliance with all applicable federal, state, and local regulations, policies and procedures.
- Monitors on-site construction projects to ensure compliance with applicable FAA, TSA, state and federal regulations.
- Selects, hires, assigns, schedules, trains, evaluates and supervises operations and maintenance personnel.
- Maintains records and prepares technical reports, including budgetary information.
- Assists with budgeting, departmental policy and standard operating guidelines.
- Provides key research and advice on the development of the airport for the Executive Director and Airport Board.
- Acts as Executive Director in his/her absence when needed.
Qualifications:

Education and/or Experience:

Bachelor’s degree in Airport Management or a directly related field from an accredited four-year college or university. Five to seven years progressively responsible experience in airport facility maintenance or aviation operations.

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 AAEE Airport Certified Manager (CM) or ability to obtain within 1 year from date of hire. Must obtain and maintain a Secure Identification Display Area (SIDA) Badge. Must obtain and maintain an Airport Movement Area Drivers 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.

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.