City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Airport Facilities and Maintenance Manager</th>
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<tr>
<td>Job Code:</td>
<td>ADFM</td>
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<tr>
<td>Pay Grade:</td>
<td>20</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>10/09/20</td>
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<td>Job Family:</td>
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General Summary: This position is responsible for managing 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 demonstrated appropriate knowledge and abilities. Knowledge of FAA and TSA rules and regulations, HVAC, plumbing, pavement maintenance, vehicle and heavy equipment operations 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.