



Job Description

Job Title: Airport Manager

Department: Airport

Reports to: City Business Manager

FLSA Status: Non-Exempt, Full-Time

Salary Range: \$34,971.54 to \$48,408.79

Salary Grade: 9

Hours: 40 hours per week

Prepared Date: August 2020

Job Summary

This is a non-exempt position within the Alva Regional Airport. The manager is primarily responsible to the Alva Regional Airport Commission and works under the general direction of the City of Alva Business Manager and the Alva Regional Airport commission. This position plans, directs, coordinates and participates in the operations, construction and maintenance of airport facilities in accordance with the Government and Alva Regional Airport Commission laws, rules, regulations and policies. The job is varied and encompasses, but is not limited to, grounds keeping, structure maintenance, customer service, aircraft handling, communication, research and reports. The job involves the use of technology, equipment, and machinery.

Essential Functions

- The Manager will work to promote positive public relations at all times for the Alva Regional Airport. The Airport Manager will represent the airport during special events at the Airport, at civic and community groups, as well as government agencies when required and/or as needed.
- The Manager will be responsible for attending Oklahoma Airport Association (O.A.A.) meetings, seminars, and other necessary meetings in order to maintain a well-informed Board. Any information received or projects indicated will be immediately communicated to the City Business Manager, Chairman of the Board and to the full Board at the next regular meeting.
- The Manager hires/terminates Airport employees subject to the approval of the City Business Manager. He shall be responsible for scheduling employees to ensure the Airport is staffed during regular business hours and during all holidays unless an exception is granted.
- The Manager shall supervise, train and evaluate (on a regular basis) all maintenance, technical, and professional staff in carrying out their prescribed functions. The Manager is responsible for all activities at the Airport in an effective manner.

- The Manager shall keep necessary records and other information that pertains to the Airport and will be responsible for pursuing public grants and governmental funding which may be available for the improvement and expansion of the Alva Regional Airport. He shall perform a variety of clerical duties, including use of a ten-key calculator; filing computer documents; composes and types necessary correspondence; completes forms and posts information to accounting reports, prepares reports; and will be able to use a computer.
- The manager is responsible for collecting and processing payments from customers over the counter, through the mail, or other collection sites and will inform the Board of any account in excess of thirty (30) days in arrears.
- The Manger shall be responsible for the enforcement of all Alva City Ordinances, Rules and Regulations without exception.
- The Manager shall possess the operational and basic maintenance knowledge of airport technology, machinery, and equipment. This would include but is not limited to: communication radios, navigation equipment, fuel trucks, tugs, tractors, mowers, fuel dispensing equipment, vehicles, office equipment, yard equipment, aircraft support equipment, sprinkler system, lighting systems (runway, taxiway, beacon, etc.), wind t, wind socks, hanger doors and other items purchased and /or installed for the benefit of the airport and aircraft.
- The Manager shall maintain the Airport grounds, buildings, structure, restrooms, trees, shrubs, etc.. He shall mow grass using either push and/or riding mowers; shall remove weeds, trash, dead vegetation, limbs; and shall sweep and clean the round top hangar, and any other airport owned structure not leases. Trash and foreign objects on runways, taxiways, access roads will be removed.
- The Manager shall perform other relevant duties as assigned.

Educational/Experience Requirements

High school grade level or equivalent work experience and at least 2 year of related work experience.

Certificates, Licenses, Registrations

Must have an Oklahoma Class D driver's license.

Knowledge, Skills and Abilities

- Shall have skill in operating aircraft tug, courtesy car, mowers, edger's, weed eater, compressors, and ability to use shovels, rakes, etc.
- Shall possess knowledge of safety procedures, preventive maintenance procedures, and skill in working with fuels.
- Shall be skilled in maintaining equipment used on job.

- Must be able to meet suitable appearance standards.
- Must have the ability to plan, organize, and follow through airport tasks.
- Must have the ability to work effectively with the public, understand and follow oral and written instructions, and carry out assignments with minimal direction.
- Must have the ability to perform manual labor under extreme and unfavorable conditions.
- Must have the ability to work and communicate effectively with the Alva Regional Airport Board and the City of Alva Administration.
- Must have knowledge of customer service skills and proper public and telephone etiquette especially concerning complaints and the receipt of money.
- Must have the ability to communicate effectively with the public, use the Airport radios, interpret and relay instructions and directions, file alphabetically, transfer information accurately in writing, compose correspondence, and use four (4) basic math operations, i.e., addition, subtraction, division, and multiplication.
- Must have aviation experience.
- Must be able to move aircraft with tug and fuel in a reasonable amount of time.

Physical/Mental Requirements

- There is regular and frequent lifting/carrying/pushing and pulling airplanes into hangars; lifting to handle hoses. Infrequent lifting of up to 50 pounds of posts, equipment, etc., generally light to moderate lifting on a more frequent basis to fuel aircraft. Incumbent may be required work weekends and nights.

Environmental Conditions and Safety Concerns

Incumbent is generally working outdoors (50% or more) during the entire year. Incumbent must be aware of and observe safety requirements in lifting, carrying, and operating machinery, vehicles, or small tractors, etc. Incumbent must use safety in use of chemicals, fuels, etc. Incumbent is subject to getting dirty, wet, or exposure to hazardous chemicals, gas, oil, diesel fumes; subject to working around dangerous equipment, noises, hazardous and flammable materials, and in confined spaces.