

# Help Wanted: Assistant Manager New Bedford Airport

TITLE: ASSISTANT AIRPORT MANAGER

LEVEL: M-9 \$54,708 – \$66,732

DEPARTMENT: NEW BEDFORD REGIONAL AIRPORT

FUNCTION: Performs highly responsible functions of a professional, administrative and technical nature. Work involves planning, organizing and directing the day-to-day operations and maintenance of the New Bedford Regional Airport; all other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Airport Manager. Exhibits the ability to provide professional and fair judgment, and takes the initiative to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of all departmental operations; work involves both standard and non-standard practices and techniques. Incumbent refers more difficult problems to the Airport Manager for clarification or interpretation of policy.

SUPERVISION EXERCISED: Responsible for the direct supervision of maintenance and operations staff on a daily basis. Position will oversee all airport staff in the absence of the Airport Manager. Incumbent will directly assist all outside agencies and oversee matters of compliance with regard to all safety, security and environmental regulations. Provides input to the New Bedford Regional Airport Commission with regard to the hiring, firing, discipline and evaluation of personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related, or a logical assignment relating to the daily operation of the airport.

The Assistant Manager shall be appointed by the Commission and shall act in place of the Airport Manager at such times and under such conditions as the Airport Commission may direct.

Supervises the overall operational and administrative functions of the Airport including personnel, scheduling, maintenance and repair of airport buildings, runways, taxiways, vehicles and ground maintenance. The position will also work with other City departments and provide assistance as necessary.

Responsible for personnel management, orientation, training, scheduling and performance evaluations of all maintenance, operations and administrative staff. In addition, the position will manage all Federal Aviation Administration (FAA) and Massachusetts Aeronautics Commission (MAC) airport improvement projects as well as other airport construction projects with an emphasis on safety and security implementation.

Responsible for all vehicle and equipment repairs, purchases and maintenance. Development and execution of preventative maintenance program, airport vegetation management program, etc.

Although currently not certificated, incumbent will be responsible for maintaining the Airport in a manner fit to uphold the regulations contained within FAR Part 139 including an active ACM (Airport Certification Manual), AEP (Airport Emergency Plan), snow removal, lighting, signage, NOTAMs, etc., and the implementation of all future FAA regulations and advisory circulars.

Responsible for developing and executing a thorough ASP (Airport Security Plan) and coordinating with the required law enforcement and emergency response agencies as needed. Acts as the Alternate Airport Security Coordinator. Coordinates the

10-year background check, fingerprint and security camera programs.

In support and cooperation with the Airport Manager, the Assistant Manager will ensure that the airport is operating in compliance with all Federal, State and local laws, by-laws, regulations and directives. To this end, the Assistant Airport Manager will communicate, coordinate and cooperate with Federal, State and local officials and liaison between such authorities, the Airport Manager and the Commission.

Participates with Airport Manager in determining short- or long-range planning efforts. Submits annual goals and objectives to the Airport Manager and Commission.

Assistant Airport Manager maybe required to participate in tenant lease negotiations or issues as required and in conjunction with the Commission Leasing Committee.

In conjunction with the Airport Manager, prepares the Airport budget to include Federal Aviation Airport/Capital improvement Plans and Service Priority Packages.

Provides or arranges for training and instruction of airport workforce; evaluates the performance of subordinates; assists in settling union grievances; issues oral and written reprimands; recommends step increases; provides input into the selection of new employees; ensures that employees are following proper safety procedures.

The Assistant Manager is authorized to determine the safety of the airfield and surface conditions, and will be permitted to order the closing of runway(s) and/or the airport, in the absence of, or in conjunction with, the Airport Manager. The Assistant Airport Manager will coordinate with appropriate representatives from the Airport's ATCT, the FAA, the MAC and other agencies as necessary.

Plans and oversees the Airport's purchasing program; prepares

bid documents for airport materials, services and specialized equipment; evaluates bids and makes recommendations to the Airport Manager. Handles inquiries and complaints from customers and tenants on airport-related matters. Administers the aircraft-fueling policy and develops an auditing program to track actual fuel received and total dispensed.

Performs similar or related work as required or as the situation dictates.

#### **RECOMMENDED MINIMUM QUALIFICATIONS:**

Education and Experience: Bachelor's Degree in Aviation Management or related field and five years of experience in airport operations, more than three of which were in a management/supervisory capacity; or any equivalent combination of education and experience that provides the required knowledge, skill and ability.

Special Requirements: Must be able to pass a security check as a result of working in highly sensitive areas. Must possess a valid Massachusetts driver's license or have the ability to obtain one. First Aid and CPR certification is preferred. Must be able to obtain MAC Airport Manager license and additional certifications as required.

#### **KNOWLEDGE, ABILITY AND SKILLS:**

Knowledge: Working knowledge of all Federal, State, and local regulations governing airport operations and maintenance. Knowledge relating to Aircraft Rescue & Fire Fighting requirements, airport operations, snow removal operations, and aviation radio communications & procedures. Working knowledge of operations and all airport maintenance equipment. Familiarity with leases and contract documents.

Ability: Proven ability to supervise, manage and plan for an airport comprised of sizeable number of employees who provide services, maintain and repair a wide range of airport

municipal buildings, grounds, runways and taxiways, airspace, environmental protection/management issues, etc. Ability to instruct on the field and in a formal classroom setting. Ability to prepare reports. Ability to supervise and coordinate airfield operations, which requires a considerable team effort. Working knowledge and ability to operate all airport maintenance equipment. Ability to exercise good judgment in adverse situation. Strong ability to deal effectively with the public, as well as Federal, State and local officials.

Skills: Proficiency in the use of computers including word processing, spreadsheets and database. Strong communication skills. Skills in coordinating and motivating personnel within a team environment.

WORK ENVIRONMENT: The New Bedford Regional Airport is a primary, non-hub, commercial service airport that serves regional airline and general aviation aircraft. The airport supports three FBOs (Fixed Based Operators), BSU Aviation, an FAA approved 14 CFR Part 141 flight training provider, an FAA contract ATCT, and a significant general aviation population with approximately one hundred and twenty-one based aircraft.

Most work is performed in a typical office setting with frequent tours of the airport, occasional exposure to variable outdoor weather conditions and hazards. Exposure to extreme noise while working on or near the field. Particularly in emergency situations, must work outdoors as needed, regardless of the weather. Attends Airport and City meetings as required; many are commonly scheduled after normal business hours.

Operate computer and standard office equipment such as a telephone, calculator, copier and fax machine. In emergency situations may be required to operate basic aircraft rescue equipment, for example fire extinguishers, hand tools, etc.

Errors on the job could result in unsafe conditions and reduce

the required level of public safety at the airport. These errors could foster excessive labor costs and result in damage to buildings, equipment and personnel, all of which could produce legal repercussions. Therefore, the working environment demands the highest degree of safety.

In emergency situations, must be able to think quickly in order to effectively react, mitigate and prevent further hazards as they arise. Has access to department-related confidential information including personnel records, bid-documents, security plans and lease agreements.

Has frequent contact with representatives of Federal, State and local agencies.

**PHYSICAL DEMANDS:** Occasional physical effort demanded in performing duties under varying and occasionally severe weather conditions and irregular hours. Vision at or correctable to normal ranges. Frequent bending, standing and lifting. Position requires the ability to operate a keyboard and standard office equipment at efficient speed.

**SELECTION GUIDELINES:** Formal City of New Bedford application must be completed. Resumes accepted as additional information. Rating of education and experience, oral interview, reference check and job-related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.