

# Help Wanted: Assistant Airport Manager (City of New Bedford)

CITY OF NEW BEDFORD

ASSISTANT AIRPORT MANAGER \$56,362 – \$68,749/yr

NEW BEDFORD REGIONAL AIRPORT

Plans, organizes, coordinates and supervises the work of subordinate employees. Responsible for the training and development of airport personnel, including the execution of performance evaluations for all subordinate employees. Administers bi-monthly airport tenant meetings and handles general inquiries from customers and airport tenants. Develops and executes an organic and targeted airport marketing program to meet the goals and objectives of the Airport Manager and the Airport Commission's Marketing Committee. Oversees the maintenance and repair of all airport assets including vehicles, buildings, and airfield infrastructure. Acts as a liaison with required federal, state, and/ or local agency including other City departments. Assists in the planning of airport improvement projects and provides daily oversight of all airport construction projects. Assists with the preparation and management of the airport's operating budget. Position is considered Essential Personnel and will be subject to on-call after normal working hours. Responds to the airport during emergency situations and provides operational oversight. Position is designated as Snow Boss during winter weather conditions and responds in accordance with the Airport's Snow Plan to ensure a safe operating environment. Performs similar or related work as required.

Thorough knowledge and understanding of rules and regulations affecting airport operations, including Federal Aviation Regulation (FAR) Part 139 and Code of Federal Regulations

(CFR's) parts 1540 and 1542. Knowledge to develop and implement policies and procedures. Knowledge and understanding of airport communications. Knowledge of snow removal equipment, mowers, and other airport operating equipment. Knowledge of snow removal operations and techniques. Ability to operate snow removal equipment; plow trucks, blowers, loaders etc. Ability to read and interpret detailed information such as leases and contracts, architectural and engineering drawings, and regulatory advisories and directives. Ability to supervise, manage and plan. Ability to instruct on the field and in a formal classroom setting. Ability to communicate effectively both orally and writing. Ability to exercise good judgment in adverse situations. Ability to interact with members of the public, airport tenants, and government officials. Ability to proficiently use a personal computer including Microsoft Word programs. Ability to learn and utilize various management information systems. Skills in coordinating and motivating personnel within a team environment. Skillful in building and maintaining sound working relationships. Skillful in finding creative and effective solutions. Must be able to pass a security check as a result of working in highly sensitive areas. Possession of a valid Massachusetts driver's license with good driving record. Must be able to obtain a MassDOT Aeronautics Division Airport Manager License and additional certifications as required. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For more information, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Resumes are only accepted with a completed employment application. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO