

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

DIRECTOR OF AIRPORT OPERATIONS AND MAINTENANCE

DEFINITION

To plan, organize, direct, and review the activities of the Operations and Maintenance department including the operation, maintenance and construction of the airport's airside/landside activities; to oversee the coordination of emergency services; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification. The Director of Airport Operations and Maintenance duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Operations and Maintenance Department.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager

Exercises supervision over maintenance and operations staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop, plan and implement department goals and objectives; directly related to District Strategic Plan; administer policies and procedures as they relate to Operations and Maintenance Department activities.

Direct, oversee and participate in the development of department work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Coordinate assigned activities with those of other District departments and with outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present reports and other necessary correspondence.

Reviews monthly, quarterly, and annual financial reports received from the Director of Finance and communicates any changes or feedback to department revenues and expenditures. Approves and codes departmental expenditures in accordance with the annual budget and coaches supervisor staff on financial reports.

Assists in the preparation of the annual budget and work plan; prepares and submits for review the budget for the Operations and Maintenance Department; submits cost estimates and justification for capital and purchases equipment; authorizes and monitors maintenance and operations-related expenditures; implement monthly adjustments.

Provides guidance and direction to subordinate supervisors and monitors their performance and the results obtained.

Select, train, motivate and evaluate department personnel; provide or coordinate staff trainings; conduct performance evaluations; implement performance management procedures; maintain high standards necessary for the efficient and professional operation of the department.

Continuously monitor and evaluate the efficiency and effectiveness of Operations and Maintenance Department service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Oversee the selection and management of outside consultants including deliverables and project budgets.

Identify and plan projects to maintain and/or improve District facilities; develop project plans including budget, staff/contractor resource needs, and obtain necessary permits.

Provides key research and advice on the development of the airport for the General Manager and Board of Directors.

Oversee and manage the Districts aviation and ground fuel programs, including detailed understanding of sustainable aviation fuels, and alternatives to low lead emissions Avgas.

Assists in the coordination, provides oversight, and serves as the Airport's representative for self-funded and FAA funded construction and contractor activities of the airport properties airside, landside, and in the terminal area.

Direct and oversee snow removal, ensuring timely and safe operation of all runways, taxiways, aprons, roads, parking lots and sidewalks within the District's area of responsibility.

Directs Wildlife Hazard Management Plan; mitigates wildlife hazards, prepares reports, maintains records and ensures compliance.

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Manage the District's vehicle and equipment replacement program; prepare technical specifications.

Open and close airport to aircraft operations based upon conditions and safety issues.

Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Manage the District's property and forest management plans.

Attends professional meetings and conferences, as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices related to the operations, maintenance, and management of a general aviation airport. Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Advanced project management practices.

Principles and practices, methods and technical requirements of airport management, organization, administration, and operations of related facilities.

Aviation and airport industry standards, policies, practices, standards and rules.

Principles and practices of budget administration.

Principles and practices of leadership, motivation, team building, conflict resolution, and performance evaluations.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of organization, administration, and personnel management.

Safe work practices.

Modern office equipment including use of applicable computer applications.

Principles and practices of customer service.

Ability to:

Plan and direct the administration and operations of the Operations and Maintenance Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Develop, implement and administer goals, objectives, policies, and procedures for providing effective and efficient services.

The ability to work cooperatively with others, to find reasonable solutions to problems, and build the strength of the team.

Successfully develop, supervise and administer budget and expenditures.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Identify and respond to community and District issues, concerns, and needs.

Ability to think strategically, be innovative to find resolutions to problems as they occur, , and implement recommendations in support of goals.

Read, understand and interpret plans, specifications and blueprints.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and technical reports and documents.

Operate and use modern office equipment including computers and applicable software.

The ability to express thoughts effectively to encourage productive dialogue and generate useful information both verbally and in writing.

Be a skilled leader and manager with the ability to motivate and develop staff. Establish and maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five (5) years of increasingly responsible experience in airport operations/management, including ten (10) years of administrative, management and supervisory experience.

Successful experience interacting with governmental compliance agencies such as the FAA.

Proven leader of effective and efficient teams.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid Pilots license (certificate) desirable.

Project Management Professional (PMP) certification desirable.

Possession of, or ability to obtain a Certified Member (CM) designation by the American Association of Airport Executives (AAAE) within 24 months of first day of employment.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond

effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the workday. May be recalled during emergencies and be required to work occasional weekends/holidays.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constitutes regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work may be required to participate in community relations programs, services, and events as directed by Managers. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.