

MARQUETTE COUNTY

ASSISTANT AIRPORT MANAGER

General Summary

Under the supervision of the Airport Manager, assists the manager by overseeing daily operations in several areas including buildings and ground maintenance, tenant relations, and airport security. Develops and maintains emergency response plans and ensures that airport personnel are properly trained to respond to emergencies. Is on call to respond to airport emergencies and operational problems.

Essential Functions

1. Supervises staff to ensure a high level of service. With the Airport Manager/Sawyer Director, participates in the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues;
2. Assists the Airport Manager in completing AIP grant applications, SCASDG, Capital Improvement, and ARFF grants, grant quarterly reports, and short/long term airport improvement planning;
3. Assist as needed with monthly /quarterly reporting of airport operations to MDOT and the FAA. Also may include tracking of historical passengers/cargo and traffic operations.
4. Assists the Sawyer Director with the development and execution of economic development and the marketing budget to include the State Marketing grant and the locally funded marketing. This may include social media, airport website, and joint marketing with tenants (i.e. air carriers, fixed base operator or other tenants as necessary);
5. Assist the Airport Manager in the development of agenda items for the monthly Airport Advisory Committee Meetings.
6. Monitors the budget throughout the year to ensure that expenditures are within budget guidelines. Responsible for the compilation of financial and activity reports.
7. Responds to all airplane emergencies including crashes, aircraft fires, rescues, medical emergencies, fuel spills, and structure and vehicle fires.
8. Monitors building and grounds operations performed by airport employees and contractors to ensure completion of cleaning, grounds work, and snow removal tasks and the safety and security of the facility. Initiates corrective action as necessary.
9. Develops specifications for maintenance and repair projects to be contracted and oversees the work of contractors.
10. Ensures that airport operations are in compliance with all Federal Aviation Administration regulations and provides assistance to inspection personnel as necessary. Serves as the airport security coordinator. .
11. Ensures that tenants and users of the airport comply with airport rules, regulations, minimum standards, and state and federal laws applicable to specific businesses, users, and tenants.

MARQUETTE COUNTY

12. Works with tenants to resolve problems and address complaints related to leases, insurance, special requirements, and environmental issues while being aware of the aviation needs of tenants.
13. Responds to airport emergencies and operational problems after hours.
14. Prepares correspondence, makes presentations, and meets with representatives of state and federal legislators and other governmental agencies, news media, special interest groups, and the general public on airport related matters.
15. Must be able to serve as the Airport Manager in the absence of the Airport Manager.

Other Functions

16. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Associates Degree in Business Management and/or two years of airport management equivalent experience.

Experience: Two years of experience in CFR Part 139 airport operations or equivalent course work which provides familiarity with state and federal laws related to airport operations.

Other Requirements: Possession of an Airport Manager's license or the ability to acquire one within a reasonable time, possession of an airport security coordinator certificate or the ability to acquire one within a reasonable time, and a valid Michigan driver's license. Must pass a 10 year criminal background test.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Ability to access office files.

Ability to enter and retrieve information from a computer.

Working Conditions:

Works in office conditions.