

Advertisement

JOB TITLE: **Airport Operations Manager**

JOB DETAILS: Under the direction of the Deputy Director, this newly created position will manage the day to day functions of the operations and maintenance department to ensure the safe, efficient, and secure operations of all Airport facilities. Duties include inspecting buildings and grounds on the airside and landside, snow removal management, ensuring FAR Part 139 and TSR 1542 compliance, enforcing environmental regulations, oversight of the wildlife hazard mitigation program, and responding to emergencies. This position reviews and acts on matters involving safety, security, customer service, and other situations as they impact tenants and passengers. Intermediate skill level or above in Microsoft Office to include Word, Excel, Power Point and Outlook. Manages work with the goal of maximizing safety and security with minimal disruption to Airport operations. Develops and implements approved Airport security, certification, and safety programs in accordance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations and Airport Authority guidelines. Reacts and responds to incidents, events, problems, and complaints in a professional manner with the authority to take appropriate actions.

QUALIFICATIONS:

- Bachelor's degree in Airport or Aviation Management, Public Administration or related field.
- Five years related experience and/or training in commercial airport facility maintenance or operations or an equivalent combination of education, training, and experience that demonstrate appropriate knowledge and abilities. Two (2) years of relevant work experience may substitute for one (1) year of the required education.
- Must maintain a valid state driver's license.
- Must satisfactorily meet and maintain STA and CHRC background check requirements.
- American Association of Airport Executives Accredited (AAE) or Certified Member (CM) preferred.
- Pilot's License preferred.

SALARY RANGE: \$80,000 – \$105,000.

A complete job description and benefits summary may be obtained at <https://www.sfairport.com/about-the-airport/employment>

To apply, submit a cover letter, resume and at least 3 professional references by December 10, 2021 to Richard.king@sfairport.com

SIOUX FALLS REGIONAL AIRPORT AUTHORITY

Airport Operations Manager

Department: Airport Operations and Maintenance (O&M)

Reports to: Airport Deputy Director

Direct Reports: Building Superintendent, Airfield Superintendent, Operations Specialists

FLSA: Full Time Exempt

SALARY: \$80,000 to \$105,000 annual

Position Summary

Under nominal supervision, this position will plan, organize, direct, and manage the operations and maintenance departments for the Airport Authority. This involves oversight and management activities that ensure and enforce compliance with federal, state, and local regulations regarding airport operations, safety, and security.

Duties and Responsibilities

- Inspects facilities, grounds, and equipment to ensure safe and efficient operations.
- Manages the development and implementation of work plans and procedures to achieve established goals and objectives
- Develops training programs to ensure the professional development of staff, providing improved safety and efficiency and to meet regulatory requirements.
- Coaches and mentors, provides feedback, initiates disciplinary measures, and resolves conflicts with staff.
- Interacts with tenants and relevant agencies including local law enforcement, TSA, FAA, airlines, rental car companies and retail vendors to ensure the highest level of relationships are maintained.
- Coordinates maintenance and record keeping for all Airport owned vehicles, equipment and assets including the implementation of the pavement management system.
- Makes recommendations on construction or alterations to airport facilities and equipment and coordinates construction activities on airside and landside properties with relevant staff and tenants.
- Manages IT systems related to airport operations, security, airfield asset management, fuel systems, and mass notification network.
- Supports the development of, and monitors performance against the department budget.
- Directs airport snow operations, including as Snow Boss, in coordination with the department Superintendents and Deputy Director to ensure staff, equipment and treatments are being utilized in a safe and timely manner for removal of snow and ice.
- Coordinate opening and closing the airport facilities (or portions of it) based upon airport conditions and related safety factors. Issues NOTAMs as required.

- Updates and maintains Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Wildlife Hazard Management Plan (WHMP), and Airport Security Program (ASP); Ensures adequate training and compliance with these documents is provided to all airport staff, tenants, and mutual aid companies.
- Manages airport responses to emergencies (i.e., respond to emergencies, coordinate emergency activities, and implement emergency plans, etc) in absence of the Executive or Deputy Director.
- Coordinates and administers emergency exercises as required by TSA and FAA regulations.
- Participates in security functions as an alternate Airport Security Coordinator.
- Coordinates building maintenance staff priorities including maintenance and cleaning.
- Ensures buildings are maintained in exemplary condition to ensure the safety and comfort of occupants.
- Supports the building maintenance team by ensuring adequate staffing and inventories of supplies are maintained.
- Inspects the passenger terminal and interacts with the public to identify necessary improvements.
- Supervises, schedules, and manages Airport Operations Specialists activities to ensure assigned tasks and projects meet Airport goals and regulatory requirements.
- Responsible for the development, implementation, and evaluation of the Stormwater Pollution Prevention Plan (SWPPP) and the Spill Prevention, Control and Countermeasure Plan (SPCC) including compliance with applicable local and state permits.

The duties and responsibilities outlined above should not be interpreted to describe all of the duties an employee assigned to this position may be required to perform.

Knowledge, Skills, and Abilities

- Ability to interpret and apply federal laws and regulations as they relate to aviation and airports.
- Significant knowledge and experience in airport operations and management including snow removal operations.
- Strong practical knowledge and experience in building/ facility operations, management and maintenance.
- Skill in handling conflict, uncertain situations and multiple tasks while prioritizing issues.
- Ability to train others in policies and procedures and to provide for their professional development.
- Skill in using software applications to include Microsoft Office and Airport Operations software (VEOCI).
- Skill in data analysis, troubleshooting and problem solving.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to maintain effective working relationships with employees, stakeholders, contractors, and the public.
- Ability to work with frequent interruptions and changes in priorities.
- Ability and willingness to work extended shifts or be called back in as needed for snow or other emergencies.
- Ability to lift occasionally lift up to 50 pounds and operate in a variety of extreme weather and sound environments.

Experience and Education Requirements

- Bachelor's degree in Airport or Aviation Management, Public Administration or related field.
- Five years related experience and/or training in airport facility maintenance or operations or an equivalent combination of education, training, and experience that demonstrate appropriate knowledge and abilities.
- Two (2) years of relevant work experience may substitute for one (1) year of the required education.
- American Association of Airport Executives (AAAE) Accredited (AAE) or Certified Member (CM) preferred.
- Pilot's License preferred.
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