

Assistant Airport Manager Tompkins County

Department: Airport
Classification: Competitive
Labor Grade: O (85)
Approved: 0
Revised: 5/91; 3/93; 9/99; 3/04; 4/13;
By: HH, Commissioner of Personnel
BBP Risk Factor: 3

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) supervisory or administrative experience in airport operation; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in airport operation, two years of which shall have been in supervisory or administrative capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in airport operation, two years of which shall have been in a supervisory or administrative capacity; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above **AND**

SPECIAL REQUIREMENT:

Complete Certified Member (CM) requirements of the American Association of Airport Executives (AAAE) accreditation program within two years of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional management and responsible technical position relating to the safety and security of all phases of air carrier airport operations. The work is performed under the general supervision of the Airport Manager in accordance with established policies and procedures, permitting the exercise of independent judgement and high autonomy in carrying out the work. Decisions involving day-to-day safety and security issues pertaining to Federal Aviation Regulations are made without the guidance of the Airport Manager. Supervision is exercised over all airport employees and tenants. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements;
Performs operational inspections of airfield and airport facilities to ensure against hazards and certifies condition of all airport areas to ensure compliance with Federal Aviation Regulations;
Serves as the airport's primary contact for FAA certification inspections and issues;
Serves as designated Airport Security Coordinator, as required by Transportation Security Administration, and is the primary contact for security related activities and communications;
Monitors airport aviation easement areas to evaluate and mitigate obstructions to navigation;
Responsible for operational training including Emergency Management, training airline, FBO, and other airport personnel, totaling over 300 individuals, of airport procedures, and airport security and airport driver training per federal regulations;
Assists with direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;
Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;

Gathers input from Operations staff and supervisors to assess maintenance and operational needs of airport;
Makes hiring and disciplinary recommendations;
Coordinates Communications Center during aircraft emergencies;
Oversees airport terminal operations including security and traffic flow;
Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements;
Prepares specifications and documents for equipment and services as required for bidding;
Manages and oversees all airport construction and capital improvement projects;
Researches activities and procedures at other commercial service airports to maintain consistency with industry standards;
Manages airport website;
Moderates between Operations and Terminal Staff;
Provides technical advice to Operations Supervisor and staff;
Corresponds and confers with other airport officials, professional aviation organizations, Federal Aviation Administration, Transportation Security Administration, Sheriff, FBI, airport engineering consultants, tenants, contractors, vendors, and County departments and officials;
Drafts and maintains approved Airport Security Program;
Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 300 airport employees;
Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;
Troubleshoots and repairs computerized access control system;
Performs regular systems and operational checks of airport ID/Access Control system;
Performs ID media and key audits;
Prepares presentations and speaks at public forums to promote airport and aviation activities;
Attends job related training and seminars as approved by the Airport Manager;
Assists with fee collection, rentals, and negotiation of contracts for airport users;
May represent the Airport Management in airport and aviation related matters;
Assumes overall responsibility of the airport in the absence of the Airport Manager.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;
Comprehensive knowledge of the principals, methods, tools and materials used in airport maintenance and construction;
Comprehensive knowledge of Airport Certification Manual;
Comprehensive knowledge of Airport Security Program;
Good knowledge of airport master planning, airport layout, and land use compatibility;
Good knowledge of environmental regulations and requirements pertaining to airports;
Good knowledge of airport construction practices including pavement, marking and signs, lighting, safety areas, public protection, and obstructions;
Good knowledge of Aircraft Rescue and Fire Fighting;
Good knowledge of airport snow and ice removal;
Good knowledge of the principals and practices of aircraft operation and maintenance;
Good knowledge of air traffic control, airspace, and navigational aids;
Good knowledge of the principals and practices of business and personnel management;
Good knowledge of airport/aircraft emergency management;
Ability to read and understand blueprints and contract documents;
Ability to plan and supervise the work of others;
Ability to keep records and prepare detailed reports;
Ability to communicate effectively both verbal and written;
Ability to work efficiently with other County departments, contractors, consultants and airport tenants;
Sound judgement, initiative and resourcefulness;
Tact and courtesy;
Available 24 hours for airport security and operations issues and aircraft emergencies;
The employee's physical condition shall be commensurate with the demands of the position.

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