

TOWN OF BUENA VISTA, COLORADO
Job Title: Airport Manager

Department: Airport
Reports to: Town Administrator
Work Location: Central Colorado Regional Airport
Status: Exempt
Benefits: Full Benefits
Revision Date: 11/27/2017
Approved By: Town Administrator

GENERAL STATEMENT OF DUTIES

The Airport Manager shall be responsible for the day-to-day business operations of the Airport in accordance with the rules, regulations, bylaws, and policies as established and directed by the Town Administrator. The Airport Manager shall administer all planning, programming, and budgeting activities of the Airport, and shall oversee all construction, facilities development, and maintenance activities. The Airport Manager shall compile and present reports pertaining to Airport operations and financials to the Airport Advisory Board and the Buena Vista Board of Trustees. The Airport Manager shall be the primary point of contact in all matters dealing with the Federal Aviation Administration.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

1. Supervises the hiring of employees. Oversees employee evaluation, professional development, quality control, and training programs.
2. Administers the preparation of official Airport records including contracts, leases, financial records, historical records, and all other documents pertinent to the business of the Airport.
3. Supervises the annual preparation and performance of operating, maintenance, and capital improvement budgets.
4. Oversees the preparation of monthly financial reports which reflect the financial condition of the Airport and presents these reports to the Airport Advisory Board and Board of Trustees.
5. Establishes planning, programming, and budgeting goals for the Airport.
6. Negotiates land, facility, and equipment purchases, leases, and sales.
7. Oversees all contracts and agreements between the Airport and others including ground and tenant leases, construction contracts, and consultant contracts.
8. Issues instructions and directives to Airport employees.

9. Responsible for the general operations, maintenance, and security of all Airport facilities to include runways, taxiways, aprons, roadways, drainage areas, utilities, nav-aids, Airport-owned buildings and equipment, and all other resources/assets.
10. Ensures adequate computer and manual systems are in place for word processing, accounting, financial management and other recordkeeping, as well as general correspondence.
11. Serves as Airport liaison to the administrative and technical staff at the Federal Aviation Administration, relevant State agencies such as CDOT, town and county government, other airports, contract personnel, public utilities that serve the Airport, and other interested individuals/organizations.
12. Formulates emergency/contingency operations procedures. Sets the on-call schedule and covers on-call shifts as needed.
13. Conducts an active public relations program for the Airport to include airport tours, presentations to community organizations, supervision of VIP visits, and promotion of business opportunities. Also handles complaints and news media response.
14. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The principles and procedures involved in the operation of a public use Airport
- Federal and State rules and regulations affecting Airport operations
- Safety procedures and considerations relevant to Airport operations
- Aviation procedures and terminology
- Public administration and business practices related to the operations of an Airport

Skills and Ability to:

- Plan, organize, and direct the operations of the Airport
- Develop and implement day-to-day operations, standards, and practices
- Gather, analyze, and evaluate data/information related to Airport operations and to prepare and present concise oral and written reports
- Establish effective working relationships with customers, licensed airport users, and staff
- Coordinate the work of a wide range of personnel
- Represent the Airport in a professional manner during interactions with tenants, relevant agencies, other airport users, and the general public.

Supervisory Duties: Position supervises all Airport staff.

EDUCATION AND EXPERIENCE

Education/Training: A combination of education and experience equivalent to a Bachelor's degree in Business Administration OR a combination of education and experience sufficient to acquire equivalent knowledge, abilities, and skills is required.

License or Certificates: Ability to obtain Accredited Airport Executive (AAE) status in two years is required.

Work Experience: Five years' administrative experience in the operation of an airport is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

Environment: Most duties of this position are performed in an office in the Airport terminal. On-call duties are performed outside in a variety of weathers, including extremely hot and extremely cold conditions. The level of noise in the work environment may range from quiet to loud.

Physical: The employee will be required to sit, stand, and walk; reach with hands and arms; and use hands to finger, handle, or feel objects, tools, or controls. The employee may be asked to stoop, kneel, or crouch and lift and/or move up to 50 pounds.

Vision: The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

Hearing: The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment.