

Jurisdictional Class: Competitive
Adopted: January 1, 2005
Revised: November 7, 2011

DEPUTY AIRPORT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible management position involving responsibility for coordinating and assisting in planning and supervising the operational and maintenance functions of the county's airport to ensure safe, efficient, legal, and profitable airport operation. The incumbent acts on behalf of the Airport Manager in his/her absence. An employee in this class works under the administrative guidance of the Airport Manager with wide discretion allowed for independent decision making. Supervision is exercised over all persons assigned to operate the airport. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Airport Manager in overseeing all phases of the airport's programs, including planning, organizing, directing, and coordinating the work of the airport to ensure safe, efficient, legal, and profitable airport operation;

Oversees and manages the fire protection and security of the airport;

Oversees and manages the overall operation and maintenance of the equipment and facilities of the airport to ensure compliance with federal, state, and local rules and regulations;

Oversees OSHA/Employee safety programs;

Makes recommendations to Airport Manager for airport development, maintenance, and safety/security needs;

Assists in the development and implementation of plans for airport improvements, maintenance, and development;

Assists in the development, administration, and enforcement of ordinances, rules, and regulations governing airport operations;

Assists in the development and implementation of public relations policies to promote the interests of the County, the airport, and the general public;

Plans and directs the control of air and ground traffic to ensure safe and efficient operations;

Plans, coordinates, and supervises airport personnel during snow removal operations and airport emergency functions;

Plans and organizes equipment and facilities maintenance programs;

Conducts inspections of fixed based operator functions, including fueling operations, fuel storage facilities, and fuel quality control procedures;

Oversees and conducts regular inspections of airfield runways, taxiways, lighting, tenant, and concessionaire leased areas, public areas of roadways, parking lots, and grounds for operational purposes;

Recommends closure of airfield or portions thereof in accordance with Federal Air Regulation rules and periodic advisory circulars;

Directs the development and monitoring of staff operational training programs;

Files NOTAMS for airfield, as necessary;

May serve as airport interface with government, civic and business organizations;

Assists in the preparation of the annual budget and financial reports for the County Legislature;

Prepares and maintains all required reports relating to field operations and equipment status;

May act as seasonal shift leader;

Acts on behalf of the Airport Manager in his/her absence;

During emergencies, may participate in aircraft rescue and firefighting activities.

Deputy Airport Manager

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state, and local rules and regulations applying to airport operations and airport management;

Thorough knowledge of principles, methods, tools, and materials used in airport operation and maintenance;

Good knowledge of airport fire safety;

Good knowledge of government regulations covering airport security and law enforcement;

Good knowledge of Emergency Preparedness Plan;

Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;

Ability to present written and oral briefings;

Ability to give clear and concise oral and written instructions;

Ability to get along with others;

Ability to supervise;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration, or closely related field and two (2) years of experience in an administrative or management position involving responsibility for planning, directing, supervising, and coordinating the work of staff; one (1) year of which must have been over staff engaged in air base or airport operation and maintenance activities; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration, or closely related field and four (4) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of staff engaged in the operation and maintenance of all of the following activities: buildings and grounds, equipment, vehicles, land development, and marketing functions; or

(c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration, or closely related field and four (4) years of experience in an administrative or management position involving responsibility for planning, directing, supervising, and coordinating the work of a staff engaged in air base or airport operation and maintenance activities; or

(d) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in an administrative or management position involving responsibility for planning, directing, supervising, and coordinating the work of a staff engaged in the operation and maintenance of all of the following activities: buildings and grounds, equipment, vehicles, land development, and marketing functions; or

(e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Possession of an Aircraft Rescue and Firefighting Certificate is required within one (1) year of appointment and certification must be kept current throughout employment.