

Jurisdictional Class: Competitive  
Adopted: April 8, 2014  
Revised: January 27, 2020

**AIRPORT MAINTENANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for the day-to-day coordination and direction of airport maintenance operations in compliance with federal, state, and local rules and regulations, to include such areas as snow removal operations, grounds keeping operations, airfield lighting, pavement management, and equipment operation. This position also involves responsibility for maintaining tenant relations with airlines, concessionaires, and property tenants and facilitating resolutions of day-to-day issues. An employee in this class works under the direction of the Airport Director or designee with wide leeway allowed for the exercise of independent judgment in carrying out the details of the position. Supervision is exercised over all assigned subordinate personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates and directs airport maintenance operations in compliance with federal, state, and local rules and regulations;

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

Maintains positive tenant relations with airlines, concessionaires, and property tenants and facilitates resolutions of day-to-day tenant issues;

Plans, coordinates, and organizes equipment and facilities maintenance programs;

Assists in the supervision of the work of consultants and contractors, ensuring quality and timely work are performed in accordance with contractual agreements and within budgetary constraints;

Manages environmental issues as they pertain to the airport and the federal, state, and local jurisdictions;

Conducts regular safety and security inspections of air side and land side airport property to ensure compliance with applicable federal, state, and local regulations;

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

Assists with revisions, updates, and enforcement of airport documents and regulations to include Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Airport Security Plan (ASP), Wildlife Hazard Management Plan (WHMP), and environmental documents;

Prepares a variety of written correspondence and oral and written reports;

Directs, develops, and monitors airport staff operational, maintenance, and safety training programs;

May perform airport security duties on a rotational basis with others during weekends, evenings, and holidays which may include perimeter checks, monitoring terminal monitors during commercial flights, and other job-related tasks;

Assists with the preparation of property bid specifications, real estate leases, operating agreements, easements, deeds, and other contracts, as needed;

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

May serve as Airport Representative to the County Emergency Operations Center;

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

Reports on airport maintenance and construction projects;

Studies and recommends improvements to airport facilities and services;

May direct the control of air and ground traffic to ensure safe and efficient operations;

## Airport Maintenance Coordinator

Makes recommendations on improvements to airport operations and maintenance policies and procedures;  
Reviews airport inspection reports and makes recommendations for correcting deficiencies;  
Issues/cancels NOTAMS for airport, as necessary;  
May perform the duties of the Deputy Airport Manager during his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state, and local rules and regulations applying to airport facilities maintenance;  
Good knowledge of federal, state, and local rules and regulations applying to airport operations;  
Working knowledge of modern principles and practices of supervision and management;  
Knowledge of modern principles and practices of leases and operating agreements in regard to airport operations;  
Knowledge of airport fire safety;  
Knowledge of government regulations covering airport security and law enforcement;  
Knowledge of Emergency Preparedness Plan;  
Ability to interpret Federal Aviation Regulations and Advisory Circulars as they pertain to the airport leasing of airport properties, airport facilities maintenance, and airport operations by the Federal Aviation Administration;  
Ability to prepare and present written and oral reports;  
Ability to get along with others;  
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;  
Ability to give clear and concise oral instructions;  
Good powers of observation;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in an administrative or supervisory position involving responsibility for planning and coordinating the work of staff engaged in the operation and maintenance of buildings and grounds, real property management, aviation properties management, equipment and vehicles management, or plant or facilities management; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of experience as described in (a) 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.

Applicants will be required to obtain and possess a valid CFR (Certified First Responder) Certification.

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

Applicants must undergo a fingerprint-based (CHRC) criminal history background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.