



CITY OF HOT SPRINGS, ARKANSAS

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described.

Airport Operations Manager

Department	Airport
Pay Grade	19
FLSA Status	Exempt
Safety Sensitive	Yes

JOB SUMMARY

This position is a highly responsible, professional, and administrative position responsible for the overall safe and efficient operations of the Hot Springs Airport. Ensures efficient administration and management of the airport Fixed-Base Operator (FBO). Assists the Airport Director in airport oversight, operations, and compliance IAW FAA regulations and 14 CFR Part 139.

ESSENTIAL JOB FUNCTIONS

- Supervises airport operations and FBO staff. Establishes and maintains effective working relationships with city employees, Federal and State officials, law enforcement officials, community business leaders, and the public.
- Maintains and publishes shift schedule and PTO requests.
- Communicates clearly to assist employees.
- Counsels staff, as needed. Documents staff job performance reports, and records daily repair items for input to Airport Director.
- Develops and updates projects and airport grounds maintenance schedule for airfield pavement, safety areas, parking lot, service roads, airport properties, and operating requirements.
- Maintains airport lighting system and coordinates NAVAID operational status and maintenance requests with FAA technicians.
- Interacts regularly with airport tenants and public.
- Processes and tracks all financial transactions related to purchasing and budgetary function of the airport and staff.
- Coordinates with the city Finance Department and other city departments, as necessary.
- Manages all functions of the FBO's daily operation and non-commercial hangar waiting lists.

- Processes and tracks all financial transactions related to lease of hangars and the sales of fuel and services.
- Orders and receives fuel, oil, and other products, as required.
- Prepares and tracks all invoices.
- Manages, documents, and tracks all training of line staff, the airport office manager, and tenants, as needed.
- Tracks and coordinates aging list items.
- Inspects all facilities and hangars.
- Maintains the database for based aircraft and related reporting.
- Manages all aspects of the FAA Part 139 airport compliance.
- Supervises and directs actions of the Operations Technician in order to maintain airport security, operations, safety areas, runways, taxiways, and airport aprons.
- Oversees the annual FAA compliance inspection, self-inspection programs, and all phases of employee monthly training.
- Formulates, issues, cancels, and manages the airport NOTAM system.
- Coordinates with the City Fire Department and tracks ARFF training, processes, and functionality of the associated equipment.
- Inspects and documents results for fuel trucks, fuel farm, and associated equipment on a quarterly basis.
- Conducts inspections in accordance with 14 CFR part 139 and the Airport Certification Manual.
- Performs any other related duties as required or assigned.

Supervision Received:

Works under general supervision of the Airport Director.

Supervision Exercised:

Exercises direct and general supervision over airport line attendants and other personnel, as assigned.

QUALIFICATIONS**Education and Experience:**

High school diploma or equivalent; Bachelor's degree in aviation, accounting, business, public relations, or related field is preferred; and five (5) years of responsible experience managing people and operations in a related mechanical or aviation field; or any equivalent combination of education and experience.

Licenses or Certifications:

Must possess a valid driver's license and a clean driving record.

Must be able to obtain within the first year of hire and maintain a Supervisory Fuel Fire Safety Training Certification in accordance with 14 CFR part 139.321(b). American Association of

Airport Executives (AAAE) designations - C.M., and/or ACE, private pilot's, or drone Part 107 license preferred.

Knowledge, Skills and Abilities:

- Considerable knowledge of commercial airport operations.
- Considerable knowledge of aircraft fueling requirements and basic operation.
- Considerable knowledge of grounds maintenance.
- Considerable knowledge of the occupational hazards and safety precautions associated with the aviation industry.
- Considerable knowledge of effective supervisory practices.
- Working knowledge of computer software.
- Skill in the operation of various equipment, including fuel trucks, mowers, bushhogs, and tugs.
- Ability to establish and maintain effective working relationships.
- Ability to effectively greet customers and assist with their needs.
- Ability to understand and follow complex oral and written instructions.
- Ability to plan, organize and supervise the work of others.
- Ability to fairly appraise performance and administer discipline.
- Ability to maneuver aircraft in confined areas by use of tugs.
- Ability to detect operating deficiencies in equipment.
- Ability to maintain accurate records and to prepare reports.
- Ability to operate a fuel truck with standard transmission.
- Ability to climb ladders.

PHYSICAL/MENTAL DEMANDS

While performing the functions of this job, the employee frequently stands, walks, talks, and hears; occasionally sits; uses hands to handle objects; reaches with hands and arms; stoops, kneels, crouches, crawls, climbs, or balances; specific vision requirements include close, color, distance, peripheral, depth perception and the ability to adjust focus; occasionally required to lift more than 100 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually very loud; works near moving mechanical parts, in high, precarious places and outdoor weather conditions; exposed to fumes or airborne particles, toxic or caustic chemicals; works with explosives; at risk of electrical shock and/or vibration.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

Employee Signature

Date

The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.

The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.