

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Airport Manager  
**DEPARTMENT:** Community Development  
**DIVISION:** Airport  
**REPORTS TO:** Director of Community Development  
**FLSA STATUS:** Exempt

**SUMMARY:** This position directs and supervises the activities of the County's airport. Responsibilities include liaison with Federal and State regulatory authorities as well as users and lessees of airport facilities. The Airport Manager participates in the preparation of plans for any airport improvements and provides oversight of construction projects. The employee performs maintenance activities as well as provides supervision over staff responsible for the maintenance of airport facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Oversees all airport operations, monitors, and implements safety procedures in all airport operations, and recommend and assists in long-term planning.
2. Directs and coordinates the FAA Airport Improvement Grant Program to manage capital improvement projects within grant guidelines.
3. Assists with the development of the annual operating and capital improvement budgets.
4. Administers, tracks, and maintains Airport lease agreements for aeronautical and non-aeronautical purposes.
5. Oversees preventative maintenance, to include maintenance and repair of runways, electrical, plumbing building signs and equipment.
6. Enforces Federal, State, and local rules and regulations governing airport use outside the area of authority of the Federal Aviation Administration (FAA) and recommends or promulgates modifications in existing rules.
7. Interprets, enforces, supervises, and directs airport safety, security, operations, and maintenance activities of the airport in accordance with Federal, State, and local airport rules and regulations.
8. Represents the County in community, industry, and governmental meeting.
9. Performs maintenance work at the airport to include but not limited to snow removal, mowing, general maintenance.
10. Supervises airport employees performing airport operations and maintenance.
11. Excellent communication skills are necessary to interact with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
12. Other duties as assigned.

### **QUALIFICATIONS:**

1. Knowledge of Federal, State, and local rules and regulations pertaining to airport operations, as well as grant regulations.
2. Knowledge of airport maintenance requirements.
3. Knowledge of principles and methods of business management of airports.
4. Ability to direct, evaluate and supervise the work of assigned personnel.

### **EDUCATION and/or EXPERIENCE:**

- ❖ Five (5) years of experience in airport operations, three of which are at the manager/supervisor level.
- ❖ Bachelor's degree in airport management, public administration, or a related field is preferred.
- ❖ Other combinations of experience and education which meet the minimum requirements.

### **LANGUAGE SKILLS:**

Excellent written and oral communication skills are required. An individual must possess the ability to interact with other departments, agencies, and the public.

**MATHEMATICAL SKILLS:**

An individual must possess the ability to analyze and report on various collections of numerical data relating to budgets and grant management, building operation etc.

**REASONING ABILITY:**

An individual must possess the ability to analyze facts, derive logical conclusions, and make appropriate recommendations and solutions.

**COMPUTER SKILLS**

Ability to use Microsoft Office Products to produce reports, budgets, and documents.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

**WORK ENVIRONMENT:**

The work environment involves working outdoors in all weather conditions and characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Maintain a flexible schedule to efficiently manage airport operations such as snow removal, after hours fueling, or covering shift on evenings, weekends, and holidays.