

Position Title: Airport Operations Manager

Employer: Spokane Airports

Description:

Spokane International Airport is looking for an Airport Operations Manager to join our dynamic organization. This position is responsible to manage day-to-day operational activities occurring on the airfield, in the facilities and on the grounds in compliance with Federal Aviation Regulations and airport certification standards for Spokane International Airport and directly supervises Operations Department staff. Our ideal candidate is highly competent and knowledgeable about airport operations. A customer service focus is essential as is a passion for aviation and public service. This job requires strong management and analytical skills as well as a commitment to safety and attention to detail.

Purpose:

To manage day-to-day operational activities occurring on the airfield, in the facilities and on the grounds in compliance with Federal Aviation Regulations and airport certification standards for Spokane International Airport. Directly supervises Operations Department Staff.

Major Responsibilities:

- Ensure the operational safety and efficiency of Airport facilities, working with the Chief Operating Officer in development and administration of procedures.
- Plan, organize and control department activities, staffing and training within Airport policies and established budgetary guidelines.
- Maintain operational compliance with FAA standards, federal, state and local regulations and ensure compliance with the Airport Certification Manual consistent with FAR Part 139.
- Establish and implement airfield safety programs for users and the public and enforce safety standards.
- Provide assistance to other departments, tenants and customers on issues/activities affecting operations to assure compliance with safety standards and Federal Aviation Regulations.
- Provide research and advice on operational issues, identify potential problems and recommend actions to improve safety and cost-effectiveness.
- Respond to emergencies at the airport and participate in the command of incidents on the airfield.
- Recommend capital improvement projects and potential consultants/contractors, participate in pre-bid/pre-construction conferences, and coordinate construction work schedules to minimize effect on air operations.

- Coordinates and manages airfield training program.
- Perform other duties as assigned.

Minimum Requirements:

Education/Experience:

- Bachelor's Degree in Aviation Management, Airport Operations, Business or related field.
- Five years' experience in progressively responsible positions in Airport Operations and interacting with regulatory agencies.
- A combination of education and experience that provides the knowledge, skills, and ability to perform the duties of this position may be considered.
- Must possess a valid driver's license, free of serious or frequent traffic violations.

Knowledge/Skills:

- Lead and manage the work of others.
- Deliver excellent internal and external customer service.
- Present in a professional manner and with excellent interpersonal skills in order to establish and maintain working relationships with others.
- Make immediate, vital decisions regarding safety issues under stressful conditions.
- Maintain confidentiality and handle sensitive information appropriately.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and changing priorities.
- Be a self-starter and able to work independently and with a team.
- Coordinate use of Airport resources and use good judgment.
- Exercise sound independent judgment within general policy guidelines.
- Communicate effectively both verbally and in writing.
- Read and interpret technical data and troubleshoot technical/mechanical problems.
- Effectively use spreadsheets, word processing, and presentation software programs.
- Organize information into a coherent and meaningful format with attention to detail.

- Knowledge of the following:
 - FAR Parts 139 and 77, FAA advisory circulars and TSR Part 1542.
 - City, County and Airport regulations and documents
 - Snow removal operations.

Physical Requirements:

- Requires the ability to lift, carry, push and pull objects up to 50 pounds.
- Job functions require sitting for extended periods, standing and walking frequently, stooping, kneeling, bending, lifting, carrying, and reaching occasionally. Must be able to walk over rough terrain, climb ladders, and crawl through small spaces.
- Extensive wrist and hand movements required for frequent keyboarding, use of equipment, and driving.
- Ability to perform close work to read and use computer required.
- Able to move about facilities & all areas of responsibility.
- Ability to operate a computer, fax, telephone and other office equipment.
- Ability to communicate via email, two-way radio and phone.
- Ability to continuously exchange information through listening and talking with customers, coworkers, and other individuals required.

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

Security/Safety:

- Subject to a ten (10) year background check for security clearance.
- Must be able to obtain and maintain an Airport security badge as a condition of employment.
- This is a safety sensitive position.

PREFERRED QUALIFICATIONS:

- 3 years operations experience directly related to snow removal.
- Pilot, prior airport operations or Air Traffic Control experience.
- Aviation industry recognized certification or accreditation; in particular accreditation as an Airport Executive (AAE).

Salary/Benefits:

Salary range is \$92,055 to \$130,445/year depending on qualifications. Current benefits include medical, dental, life and disability insurance, retirement as well as an employee assistance program and employee wellness program. Holiday and accrued sick and vacation time is also provided. For the position description, detailed benefits information, and to apply, visit our website at www.spokaneairports.net.

Submission Deadline: Open until filled.

Who to Contact:

Kaleigh Martinez, HR Coordinator
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