

## **Fort Smith Regional Airport Job Description**

**Title:** Director of Operations

**Reports To:** Airport Director

**Salary:**

**Job Description:**

Under the general direction of the Airport Director, responsible for planning and directing the day-to-day operations of the airport. Responsible for maintaining a safe, secure and efficient environment for airport users and tenants. Makes routine and complex decisions on a daily basis. Maintains effective working relationships with airport customers, staff members, commissioners, tenants, general public and demonstrates diplomacy, integrity and discretion. Work varies, requiring adjustment of work methods to meet task assignments.

**Essential Duties and Responsibilities:**

All Fort Smith Regional Airport positions require the employee to provide good customer service to both internal and external customers; maintain positive and effective working relationships with other airport employees and general public; and have regular and reliable attendance that is non-disruptive. Must show cooperation and respect to fellow employees and supervisors at all times. Other duties may be assigned.

**Operations Management**

1. Directs the day-to-day facilities and airfield operations/maintenance efforts at the airport.
2. Establishes procedures to ensure efficient utilization of the airport's maintenance resources.
3. Works with local maintenance vendors to ensure the provision of services not available through airport resources.
4. Conducts a facilities inspection program to ensure: a) the proper maintenance of all airport buildings, roads, grounds, equipment, and navigational aids; b) compliance with facilities requirements of FAR Part 139 and TSR 1542; c) compliance with all environmental guidelines and regulations applicable for the airport.
5. Ensures compliance with all pertinent regulations through the development of policies and procedures related to operational safety and security.
6. Oversees and performs security operations and coordinates with stakeholders to ensure TSA regulations are met.
7. Oversees ARFF operations and coordinates with ARFF department to ensure FAR Part 139 requirements are met.
8. Coordinates with local agencies to develop and maintain additional emergency response capability.
9. Develops and maintains the airport security, certification and emergency plans.
10. Develops and maintains -procedures and policies for monitoring compliance with these plans.

**Project Management**

1. Plans, initiates, coordinates and oversees numerous construction projects on the airport simultaneously.
2. Serves as the airport's point of contact to the various project engineers.
3. Inspects ongoing work for safety and security conflicts with aviation operations and resolves issues.
4. Manages all blue prints, drawings and plans for past, present and future development.
5. Directs all airside and landside maintenance projects utilizing airport maintenance staff and others as necessary.
6. Develops specifications for the acquisition of maintenance services, equipment and supplies for the airport with the assistance of the Director of Administration.

**Personnel Management**

1. Assesses current and future manning levels to achieve proper care and maintenance of airport buildings, facilities and property.
2. Manages leave usage based on manpower requirements.
3. Supervises and inspects performance of employees.

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### Financial Management

1. Assists with the development of the annual departmental budgets.
2. Forecasts equipment needs and usage to determine scheduling of repair or replacement.
3. Assists in programming capital outlays involving new construction and maintenance of airport facilities.
4. Monitors all relevant expenditure accounts to ensure compliance with the budget and procurement policies.

### Other

1. Maintains effective working relationships with government/city officials, business leaders, news media, general public and airport tenants, passengers, commissioners and employees.
2. Coordinates with airport personnel, airport commission members, general public, attorneys, accountants and city, county, state, and federal officials/staff regarding airport matters.
3. Oversee general integrity of IT infrastructure.
4. Performs or assists in other duties/special projects as required.

### **Qualification Requirements:**

To perform the job successfully, employee must be able to perform each essential duty satisfactorily and complete duties in a safe and efficient manner. Possess a valid driver's license. Successfully pass a criminal history records check and other requirements in order to successfully obtain and maintain security clearances necessary for airport identification. Successfully complete and pass drug and alcohol tests. Speak and understand verbal and written English language. Work hours other than normal business hours due to peak hours, fluctuating periods in workload and airport security and safety matters. Respond to airport emergencies as required 24 hours a day. Work in adverse weather conditions. Make independent decisions that impact operations of the airport.

### **Education and/or Experience:**

Graduation from an accredited college with major course work in aviation, public administration, management, facilities/construction management or related field. Minimum of 4 years of relevant experience which would have developed or applied the knowledge and abilities required for this position or any equivalent combination of training, abilities and skills. Also requires 4 years of supervisory experience in FAA Part 139 airport operations. Certification from Association of American Executives is desirable.

### **Knowledge, Skills and Abilities:**

The knowledge, skills and/or abilities listed here are required for this position. Thorough knowledge of principles and practices of aviation facilities and airfield management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures and environmental management and issues. Broad knowledge of rules, regulations, policies, organization and operation of the FAA as it relates to airport facilities planning, design, construction, operation, and maintenance. Broad knowledge of TSA security requirements. Good knowledge of modern principles and methods of administration, fiscal management, budgetary preparation and controls, program planning, implementation and administration. Good knowledge of principles and practices of management, including training, directing, evaluating and supervising staff. Detailed knowledge of structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Excellent computer skills and experience with personal computers, Microsoft Office programs, computer accounting programs and internet. Good knowledge of computer systems development and utilization.

Excellent verbal and written communication and interpersonal skills. Good organizational, planning, and time management skills. Good problem solving and analytical skills. The ability and skills to determine and develop plans for accomplishing long-term goals; establish and maintain effective working relationships with airport commission members, city officials, FAA officials, consultants, employees, tenants and the general public. The ability and skills to understand written, oral and diagrams to form simple variables in changing circumstances and to analyze them and explain results. The ability to clearly communicate requirements, policies and procedures; follow written and verbal instructions; work independently and use independent judgment to resolve issues and make independent decisions; use discretion and confidentiality; work under

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pressure in managing multiple tasks, multiple directives and be adaptable; prioritize work; concentrate and work with speed and accuracy with attention to details.

### **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.

While performing the duties of this job, the employee is required to: talk and hear; regularly balance, use the hands and fingers to grasp, handle, feel, keyboard and repetitive motions; frequently sit for long periods, reach, stand, walk, push and pull with the hands and arms. Occasionally climb, crawl, crouch, kneel, stoop and lift up to 25 pounds. The employee must have sufficient physical mobility or agility to be able to respond quickly.

Specific vision abilities required by this job include close, color, and distance vision. Depth perception and the ability to adjust focus are also required.

### **Work Environment:**

The work environment 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.

Duties are performed indoors and outdoors with occasional exposure to extreme cold and heat, and high noise level. The employee is subject to hazards including exposure to chemicals and a variety of physical conditions, such as proximity to moving mechanical parts, vibration, moving vehicles, moving aircraft, electrical current, working on ladders, scaffolding and high places.