

### **ASSISTANT MANAGER OF AIRPORTS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position with full responsibility for maintenance, operation, and routine administration of the County airports and their facilities. General direction is received from the Manager of Airports. Supervision is exercised over all maintenance and operational staff of the airports. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises projects, maintenance and repair undertaken at the airports;  
Administers an in-house staff training and safety-training program;  
Supervises and participates in runway maintenance, snow plowing, airport lighting maintenance, and related upkeep of airport property;  
Schedules staff and deals with personnel issues;  
Inspect, evaluate and report to the Federal Aviation Administration (FAA) and pilots surface conditions at County airports;  
Determine condition of airport surfaces (runways) and establish airport operations status based on flight safety considerations;  
Performs administrative work in regard to funding, capital projects, grants, contract compliance, information for legal matters, planning, Airport Commission business and related items;  
Coordinates the repair and maintenance of equipment and tools;  
Purchases supplies and parts for buildings, grounds and vehicles;  
Assists in the preparation of specifications for new equipment;  
Supervises and coordinates airport construction projects;  
Supervises aircraft rescue and firefighting activities and trains employees and emergency personnel in proper procedures;  
Responds to airport emergencies and coordinates proper response;  
Represents the County in dealings with regulatory agencies such as the Federal Aviation Administration;  
Inspects airport land and facilities to insure against safety hazards;  
Performs record keeping for all activities as required;  
Prepares reports as needed;  
Represents the airport and the County at meetings as necessary;  
Assists in the preparation of the annual report and budget;  
Maintains good public relations with customers and tenants;  
Supervises and assigns work to subordinate personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of airport operations; Good knowledge of federal, state and local rules and regulations applicable to airport management; good knowledge of practices, tools and materials used in airport operations; good knowledge of airport maintenance and construction work; demonstrated skill in the operation of trucks and other specialized automotive equipment; ability to plan, assign and direct the work of others; ability to prepare reports and maintain records; tact; courtesy; good judgment; initiative and resourcefulness; ability to respond to emergencies and work under difficult weather conditions; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**

- A. Completion of sixty (60) credits from a regionally accredited or New York State registered college or university and one (1) year of work experience involving supervision of staff performing airport facilities maintenance; OR
- B. Completion of thirty (30) credits from a regionally accredited or New York State registered college or university and two (2) years of work experience involving supervision of staff performing general building construction, building maintenance, road repair or repair work in more than one of the skilled trades\*. Such experience must include or be supplemented by one (1) year of supervision of staff performing airport facilities maintenance; OR
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience involving supervision of staff performing general building construction, building maintenance or repair work in more than one of the skilled trades\*. Such experience must include or be supplemented by one (1) year of supervision of staff performing airport facilities maintenance.

\*Skilled trades would include journey level experience as a carpenter, electrician, mason, plumber or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

**Additional Requirements:** Possession of a New York State Class B CDL with airbrakes certification at time of appointment and during service in this classification.