

AIRPORT PROJECTS AND OPERATIONS MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Airport Projects and Operations Manager is responsible for managing the airside, terminal, and landside operations and Capital Improvement Project (CIP) program for Falcon Field Airport under the general direction of the Airport Director. This position is responsible for managing and coordinating the operations, maintenance, emergency, safety, and security functions of the Airport in accordance with City of Mesa and Airport strategic initiatives, goals, and objectives; developing and implementing Airport operational policies, practices, and procedures and ensuring that they comply with federal, state, and local laws, rules, regulations, and policies; supervising and assigning work to Airport operations and maintenance staff and evaluating subordinate work product; coaching and training Airport operations staff to ensure the safety and security of the airport and to expand their areas of knowledge and expertise; researching, recommending, and implementing continuous Airport and Airport operations process and procedure improvements; managing and enforcing Airport safety and security rules and regulations and overseeing the issuance of airfield safety notices; ensuring that appropriate Airport response procedures are carried out during aircraft emergencies; preparing and administering the airside, terminal, and landside operations budget; managing the Airport's Climate Action Plan in accordance with the City's Climate Action initiatives to reduce carbon footprint and promote energy efficiency; and managing the Airport 'Fly Friendly' noise abatement program and responding to citizen concerns about aircraft safety and noise with tact and professionalism. A significant area of responsibility for this class is the implementation and management of the Airport CIP program. CIP program management duties include: preparing and administering the Airport's CIP program budget and overseeing projects in accordance with approved budget amounts; acting as a project manager responsible for coordinating Airport programs and projects with Airport staff, other City departments, the Federal Aviation Administration (FAA), Arizona Department of Transportation (ADOT), other governmental planning and regulatory agencies, contractors, and airport tenants; and reviewing the work of on-site contractors to ensure it complies with contractual and funding source requirements, is completed with established deadlines, and does not create airport safety hazards. This class is also responsible for Airport grant administration. Duties include: proactively seeking information on available grants and taking appropriate steps to secure them; monitoring grant-funded expenditures to comply with funding source guidelines and requirements; and ensuring that grant reimbursements are submitted to the FAA and ADOT in a timely manner.

The Airport Projects and Operations Manager also acts as a liaison to the FAA, ADOT, Airport tenants, customers, consultants, and the public in matters related to grant-funded and non-grant funded capital improvement projects, Airport operations, maintenance, safety, security, environmental and construction activities, and the National Airspace System (NAS). This position represents the Airport at various meetings with other City departments, City management, other public agencies, and the general public; attends City Council meetings as directed by the Airport Director; participates and contributes to Airport strategic planning initiatives; completes special projects and studies of airport operations which includes making recommendations and preparing written reports; and performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Because of the nature of airport operations, this position is subject to emergency call out days, evenings, weekends, and holidays. This class is distinguished from the Airport Administration Supervisor class by the absence of lease administration and the greater emphasis on applying for grants, developing and administering the Airport CIP program, and responsibility for airport maintenance, operations, safety, and security. The Airport Projects and Operations Manager is distinguished from the Airport Director by the latter's responsibility for developing the Airport's master plan, strategic planning, and overall management of the entire Airport. This position may cross-train in other areas of responsibility to provide greater customer service and improved response time. This position works with a great deal of latitude and is evaluated through meetings and overall evaluation of results achieved. This class is supervised by the Airport Director and is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Aviation or Airport Management, Public or Business Administration/Management, or closely related field. Considerable (3 – 5 years) supervisory experience in airport operations at a public use airport. Two plus years of capital improvement program administration at a public use airport which includes FAA grant project administration.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. At least one year of airport operations management experience at a public use airport is desirable. Accreditation through the American Association of Airport Executives as an Accredited Airport Executive (A.A.E.) or certification through the American Association of Airport Executives as a Certified Manager (C.M.) is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with airport tenants and users, the general public, other City employees, vendors, contractors, and elected officials in explaining and interpreting rules, regulations, practices, and policies of the Airport, obtaining product information, discussing contract terms, and resolving airport operations and tenant issues. Communicates with local, state, and federal agencies and consultants regarding airport grant funding, capital improvement program projects, airport operations and maintenance, and airspace matters. Composes correspondence dealing with the assigned project subject matter in ways that require considerable discretion, judgment, tact, and professionalism. Represents the Airport before City management, City Council, legislative bodies, and at other meetings as directed.

Manual/Physical: Operates a personal computer (PC) and uses software specific to the assigned areas of responsibility at the Airport, including word processing, database, spreadsheet, and PowerPoint programs. Prepares detailed and technical reports for use by Airport Director and other members of management, as directed. Attends meetings to coordinate efforts, represent the department, and collect and convey information. Compares and monitors data (example: budget, workflow, work performance, grant programs) to determine compliance with applicable policies and procedures. Prepares project requests and other forms. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to inspect airport locations and to attend off-airport meetings. Observes, inspects, and monitors the activities of Airport operations personnel to determine and maintain compliance with departments' operating and safety standards and procedures.

Mental: Conducts a variety of technical management studies, operational analysis, cost-benefit analysis and impact, and feasibility studies as they relate to specific program areas or to an existing City or other regulatory requirement. Prepares City Council reports. Researches City records, ordinances, FAA, and ADOT requirements, etc. to prepare detailed reports outlining problems and recommending policies, practical solutions, and courses of action. Prepares and administers airport operations and CIP program budgets. Prepares and submits the annual Airport Capital Improvement Program (ACIP) to federal and state agencies, as well as grant applications, grant reimbursement requests, grant progress reports, and other funding source requirements. Prioritizes and manages multiple projects simultaneously and meets required deadlines. Reviews and checks the work of others to ensure compliance with Department, City, federal and state standards, policies, practices, and procedures. Oversees the Airport voluntary noise abatement program and responds to citizen complaints. Coordinates work activities and program functions with other City departments and other government agencies. Supervises, assigns, and evaluates the work of the maintenance and operations staff. Learns job-related material through on-the-job training and/or independent study.

Knowledge/Abilities:

Knowledge of:

FAA rules, regulations, and guidelines that apply to airport operations, safety, security, maintenance, aircraft landing and navigation aids, the NAS, and aircraft/airport noise abatement; FAA, Arizona Department of Environmental Quality (ADEQ), and Environmental Protection Agency (EPA) environmental requirements applicable to airports; Federal and state airport grant funding programs; the procedures and practices of airport operations, safety, security, and emergency response; CIP program practices and procedures; construction management practices; project management principles and practices; statistical methods and techniques used in airport management; budget preparation and oversight; principles and practices of office management and related equipment use; computer software programs such as Microsoft Office, Adobe Acrobat, and other relevant computer applications; the principles, practices, and methods of employee supervision, coaching, and evaluation;

strategic and Airport master planning processes and procedures; and new state-of-the-art aircraft technology, such as unmanned aerial systems (UAS) and electric vertical take-off and landing (eVTOL) aircraft.

Ability to:

Analyze and make well-informed decisions and develop practical solutions to problems;
demonstrate initiative;
lead projects to completion;
lead others to enhance a positive team environment;
prepare a high-quality work product;
develop and implement policies and procedures;
manage time to ensure productivity and efficiency within the organization;
use a PC and related software to create a high quality, professional work product;
research and recommend new software apps that will improve work productivity and efficiency;
research and recommend measures to reduce airport carbon footprint and promote energy efficiency;
respond quickly and effectively in emergency situations;
gather pertinent facts, analyze thoroughly, and arrive at sound conclusions;
establish and maintain effective working relationships with management, supervisor, coworkers, representatives from other City departments, vendors, airport tenants and users, the general public, and other government officials;
write clearly and concisely;
give oral and written presentations of reports, proposals, and informational briefings;
read construction drawings and plans;
prepare applications for airport development grants for funding capital projects;
prepare and administer Airport CIP program and projects, track expenses, and serve as the Airport lead for the projects;
supervise airport maintenance and operations staff;
communicate via two-way radio with FAA air traffic control tower;
prepare and monitor the Airport budget for assigned area;
follow directions; and
establish reasonable and realistic performance measures.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4689.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE 61

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 65-200