

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Airport	DEPARTMENT NUMBER	280
REPORTS TO (TITLE)	Director of Airport Operations	JOB FAMILY	Airport
PAY GRADE	9	DATE OF LAST REVIEW	December 2023

NATURE OF WORK
The third level in the Airport series is responsible for the daily Ottumwa Regional Airport plane maintenance and flight instruction programs. Responsibilities include ensuring Airport operation compliance with established procedures, policies, rules and regulations including planning and organizing maintenance and repair activities for airplanes.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans and organizes Airport operation, maintenance, and repair activities; conducts flight instruction, as well as schedules and tracks student progress.
2.	Checks inventory and purchase equipment, supplies, and fuel required in daily operation and maintenance; keeps a complete and accurate record of all maintenance work performed on the airport; track aircraft rental hours.
3.	Assists in developing, coordinating, administering, and monitoring airport budget; oversees projects to ensure cost effectiveness and allocation of resources; assists in coordinating long and short-range airport plans, policies and objectives.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

DIRECTION PROVIDED
Assigns work and provides direction as a “lead-worker/working supervisor” for other regular, part-time or contracted employees in the Airport Department.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
Associate’s Degree from an accredited college in Airport Management, Aviation Science, business, public administration, or related field. AND Five (5) years of professional experience in administrative management, aircraft maintenance or related field. OR Three (3) years as a Flight Instructor and 500 hours minimum total flying time. OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

- A&P Certification with IA privileges;
- Flight instruction certification;
- Valid driver's license.

SKILL/ABILITIES REQUIREMENTS

- Airfield safety and procedures;
- Aircraft maintenance;
- Flight instruction;
- Materials, methods, and tools involved in the maintenance of the airport;
- Knowledge of fuel sales;
- Equipment, policies and procedures of local, state and national security operations;
- Business management;
- Arithmetic, algebra, and geometry;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Report presentation techniques;
- Monitoring a budget;
- Calculate financial statements, ratios, proportions and percentages;
- Prioritizes and assigns work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Intense noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Driving
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY	
DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Revised per PDQ by BC

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.