

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Airport	DEPARTMENT NUMBER	280
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Airport
PAY GRADE	12	DATE OF LAST REVIEW	December 2023

<b>NATURE OF WORK</b>
<p>The fourth level of the Airport series is a senior level management position responsible for establishing policies and directing overall Airport operation. Responsibilities may include planning, implementing and evaluating all airport policies, programs and practices, managing airport staff, recommending capital expenditures and equipment purchases, making recommendations for current and future airport development as well as various ordinance and regulations aiming to improve safe and efficient airport operations. This position is responsible for the overall performance and operations of the Airport.</p> <p>This position requires the ability to handle and maintain the confidentiality of sensitive information with the utmost discretion and professionalism.</p>

<b>DUTIES / RESPONSIBILITIES</b> <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, implements, and evaluates employee relations and all Airport Operations policies, programs, and practices; Plans, organizes, directs, and evaluates employees airport staff, and other contractors performing work on the premises;
2.	Conducts daily inspections of all airport physical properties, including runways, taxiways, lighting systems, buildings, navigational equipment, automobile parking areas and access roads; makes or directs others to make routine repairs, replacements and improvements in a timely and efficient manner.
3.	Prepares and manage annual budgets (airport operations, airport TIF, and airport projects), monitor departmental expenditures;
4.	Develops and maintains effective communication with the general public, and all entities with an interest in the airport; serves as a liaison between the City and the airport users and lessees relative to the preparation, negotiation, rates and charges, and terms of leases and agreements.
5.	Researches, prepares, oversees, and provides project coordination for special projects at the airport; Determines current and potential program needs and prepare plans to fill these needs; makes recommendations for current and future development of aviation facilities.
6.	Recommends and enforces to the City various safety regulations related to operation of the airport such as the leasing of floor space, parking, hangars and other property; Creates and administers policies and programs regarding airport operations in compliance with Federal and State requirements; Completes and files all Federal, State, County, and Municipal reports on behalf of the airport
7.	Performs DNE/EPA and other agency required inspections of various properties and facilities; responds to emergencies at airport and industrial park.
8.	Assists with preparing, managing and monitoring airport and public property leases; Responsible for Airport Storm Water Discharge Plan; Administers annual pavement maintenance program.

**FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

N/A

**DIRECTION PROVIDED**

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline etc. of regular, part-time and contract employees in the Airport Department. Makes hiring, termination, and disciplinary decisions.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School Diploma or equivalent G.E.D.

AND

Two (2) years of experience in facilities maintenance, operation of heavy equipment, management or related field.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

**LICENSING / SPECIAL REQUIREMENTS**

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

**SKILL/ABILITIES REQUIREMENTS**

- Airfield safety and procedures;
- Materials, methods, and tools involved in the construction of buildings and other structures;
- Engineering science and technology;
- Equipment, policies and procedures of local, state and national security operations;
- Business management;
- FAA and Iowa DOT regulations;
- Knowledge of airport property that is leased to the public;
- Arithmetic, algebra, geometry, calculus, and statistics;
- Repairing buildings and other structures such as highways;
- Design and production of goods and services;
- Calculate financial statements, ratios, proportions and percentages;
- Prioritizing and assigning work;
- Maintaining confidentiality;
- 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.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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.)
- Work space restricts movement (confined spaces – inside duct works or pipelines, tanks, 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	Updated as per Job Description by BC

**EEOC**

*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.*

**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.