



POSITION DESCRIPTION

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| Title: | Airport Operations and Maintenance Manager | Department: | Public Works |
| Type: | Regular | FLSA Status: | Exempt |
| Pay Range: | M/109 | Revised: | 04/2019 |

DEFINITION

Plan, organize, and manage the operations and maintenance of Mammoth Yosemite Airport, and transportation systems within the Town of Mammoth Lakes. Oversee the maintenance, repair, and upkeep of airport areas, equipment, systems, buildings, and facilities; maintain related records and reports; assist as necessary with transit services and projects. Provide Aircraft Rescue and Fire Fighting (ARFF), airport security, snow removal, first aid services, and weather observations as administered by the Federal Aviation Administration. Provide staff assistance to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Plan, organize, manage, and coordinate the operation of the airport based upon direction from the Public Works Director and federal and state requirements and regulations.
- Assist with the planning, organization, management, and coordination of the Town transit/transportation systems as directed by the Public Works Director.
- Provide support to the Public Works Director in the development and implementation of goals, objectives, policies, and procedures related to the Airport and Transportation System; serve as technical advisor to the Public Works Director on airport and transportation matters; develop comprehensive recommendations for management use.
- Plan, direct, and review all airport maintenance and service functions including, but not limited to runway, taxiway and apron areas, public structures, landside parking and access areas and all equipment assigned to airport operations as well as open spaces within the airport.
- Provide support to the Public Works Director in the preparation of short and long term capital improvement projects and develop programs and services in coordination with other public and private transportation service agencies.
- Review current and proposed projects, work schedules, organization, and personnel issues associated with airport staff.

- Provide support to the Public Works Director in identification of grant sources; support the Public Works Director in the preparation of grant applications; assist in administration of grant funding; and ensure activities comply with applicable rules and regulations.
- Provide support to the Public Works Director in the preparation of and administration of the airport and transportation budgets.
- Coordinate airport and transportation activities and operations with other Town departments and outside agencies.
- Provide public outreach regarding transit system(s), including schedule, routes and stop locations, special event service, and service surveys.
- Manage public parking facility operations at the airport.
- Develop strategies for improved parking and transportation management and long-range plans and goals for transit growth including preparation of estimates and feasibility reports for new or modified services and transportation facilities.
- Coordinate the work of contract consultants providing airport and transportation services to the Town.
- Serve as liaison to commercial air service providers, airport fixed base operator, Federal Aviation Administration regulatory compliance staff, Caltrans Division of Aeronautics, TSA, car rental agencies, concessionaires, and other airport users related to maintenance and operational matters.
- Serve as liaison to Eastern Sierra Transit Authority, CalTrans, YARTS, and other regional service providers.
- Make presentations regarding the airport and transportation before Planning and Economic Development Commission, Town Council, Mono County Local Transportation Commission, Mono County Airport Land Use Commission, Mammoth Lakes Tourism, and other business and special interest groups related to maintenance and operational matters.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Supervise, train, and evaluate staff; work with the Human Resources Department on personnel matters.
- Perform and supervise general maintenance duties including snow removal. Act as Security Coordinator for the airport in coordination with the Transportation and Security Administration.
- Supervise preparation and maintenance of division records, maps, charts, and related materials.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The organization, operations, procedures, policies, and functions of a public agency airport.
- Organizational and management practices as applied to development, analysis and evaluation of programs, policies and operational needs.
- Laws and regulations underlying airport operations and procedures.
- Methods, materials, equipment, and techniques employed in airport and associated facilities maintenance, repair and construction as well as general public works construction and maintenance services.
- Methods and techniques used in the operation of transit systems.
- State and federal regulations regarding transportation system operations and funding, including environmental compliance.
- Principles and practices of management, leadership, motivation, team-building, and conflict resolution.

Ability to:

- Plan, organize, manage, and implement comprehensive airport and transportation operations and programs.
- Prepare technical plans and studies.
- Deal with newly emerging trends in airport and transportation operations.
- Delegate authority and responsibility, and schedule and program work on a long-term basis.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Build consensus among various interest groups.
- Interpret and apply administrative and departmental policies, state and federal laws and regulations.
- Supervise, train, and evaluate staff.
- Be present and available for work.

Experience and Training:

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering, planning, transportation planning, transportation, airport management, or a related field.

Experience

Six years of experience in airport, transportation management, or a related field, including at least two years of supervisory experience.

Experience using hand tools, power tools, welding tools, and motorized vehicles including heavy equipment.

Licenses and Certifications

- Possession of, or ability to obtain within the state required time frame, a valid California Class C license is required.
- Possession of or ability to obtain within the first year of employment, a valid Class A and/or B license is preferred.
- Possession of, or ability to obtain certification in CPR is preferred.
- Possession of, or ability to obtain FAA Part 139 Live Fire Certification Training for Index B/C so as to be certified as an Aircraft Rescue Fire Fighter is preferred.
- Possession of, or ability to obtain certification through the FAA as a “Weather Observer” is preferred.

TOOLS AND EQUIPMENT USED

Hand tools, power tools, and welding tools, motorized vehicles including heavy equipment, computer, and office equipment.

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 frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects. Occasionally, this will involve repetitive arm and wrist use. The employee will occasionally be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required.

The employee must occasionally lift and/or push or pull up to 75 pounds and occasionally lift and/or push or pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee will occasionally be required to work with and/or near machinery, electricity, power and impact tools, chemicals, fumes, and at heights.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

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.

Work is typically performed in an office setting. However, while performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions, as well as extreme hot temperatures. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, dust, excessive noise, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. The employee will occasionally be exposed to excessively loud noise levels, where appropriate hearing protection will be provided.

Hazardous or stressful conditions may be encountered such as smoke, fumes, extreme heat, fire, exposure to toxic substances, and people with severe injuries.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment and is subject to change by the employer as the requirements of the job change.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

_____ **Employee Signature**

_____ **Date**