



# AIRPORT SYSTEMS MANAGER JOB DESCRIPTION

Job Title: Airport Systems Manager

Job Code: AC100

Pay Grade: 23

Effective Date: October 2007

FLSA: Exempt

Revision Date: January 2019

## NATURE OF WORK

Under general direction, plans, coordinates, and manages the operations and activities of Lewis County's Packwood Airport and the Ed Carlson Memorial Field – South Lewis County Airport; coordinates with outside agencies regarding the implementation of aviation projects; administers the Airports' safety programs and grant funding; and supervises assigned personnel.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and directs the day-to-day operations of County-owned airport facilities including planning, development, facilities maintenance, safety programming, and grant administration.
- Develops, implements, administers, and reviews airport systems policies and procedures.
- Assists in the development of the Airport Strategic Plan.
- Interprets, explains, and enforces Federal, State, and local rules and regulations governing airport operations.
- Develops and administers airport budgets; monitors and authorizes expenditure.
- Prepares and submits grant applications to the Federal Aviation Administration (FAA) and the Washington State Department of Transportation (WSDOT-AD); administers grant funding.
- Oversees various types of airport/aviation projects; prepares and manages airport contracts, coordinates with outside agencies regarding project development and implementation.
- Develops and administers the Safety Program for the County's Airports and related facilities.
- Manages all County-owned aircraft storage spaces including hangars, T-hangars, and tie downs.
- Works with and advises the Public Works Director, Board of County Commissioners (BOCC), and Lewis County Systems Airport Advisory boards regarding airport related matters.
- Serves as a liaison between the County and outside agencies, community groups, and the general public.
- Addresses and facilitates the timely resolution of operational, maintenance, safety, and/or security issues at the County's airport facilities.
- Supervises and monitors the quality of work performed by maintenance contractors.
- Prepares and maintains a variety of departmental records, reports, and documentation.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around airport facilities; subject to sitting and standing for extended periods of time, walking, and lifting of objects up to 20 pounds.

## EMPLOYMENT STANDARDS:

Bachelor's Degree in Airport Management or a closely related field; AND five (5) years' experience managing airport operations.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Airport operations, policies, and procedures.
- Federal Aviation Administration regulations.
- Aeronautical information manual.
- Washington State Department of Transportation aviation guidelines.
- Principles and practices of grant administration.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

**Skills in:**

- Managing and directing the County's airport operations.
- Monitoring and maintaining compliance with regulations governing airport operations.
- Coordinating aviation projects and administering grant funding and airport safety programs.
- Establishing and maintaining effective working relationships with County departments and officials, outside agencies, contractors, community groups, and the general public.
- Communicating effectively verbally and in writing.
- Developing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.