

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Airport Operations Manager		
<b>Job Code:</b>	MG1021	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	06/10/2015
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	02/21/2022

### GENERAL SUMMARY

Manages, supervises and coordinates the activities and operations of assigned airport. Provides complex administrative support to senior management personnel. Oversees maintenance, operations and administration and provides budgetary and planning guidance for applicable airport. Represents airport before various federal, state and local organizations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides security and maintenance oversight of airport property and facilities. Supervises divisional operations and customer services.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; and recommends and administers policies and procedures.
4. Interacts and coordinates aspects of the airport with tenants, citizen and city officials, including leasing, development, questions and requests. Coordinates and negotiates with tenants, developers and users concerning contracts and agreements.
5. Meets and coordinates with Federal Aviation Administration and Department of Transportation on airport planning and grant funding for capital projects; coordinates with tenants, developers and city departments for business development; and implements various airport planning documents.
6. Creates, implements and monitors capital and operational budgets; participates in forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements adjustments.
7. Serves as staff on a variety of boards, commissions and committees; and prepares and presents staff reports and other correspondence.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Aviation industry, services and programs.
  - Principles of supervision, training and performance evaluation.
  - Principles and practices of airport facilities.
  - Principles and practices of program development and administration.
  - Federal, state and local policies, laws and regulations.
  - Principles and practices of municipal budget preparation and administration.
  - Applicable federal, state and local laws.
  - Airport security rules and regulations.
  - Federal and state grant compliances.
  - Municipal code requirements.
  - Federal Aviation Administration Grant Assurances.
  - Property management.
  - City personnel rules and regulations.
- **Skill in:**
  - Management, leadership and human resources.
  - Negotiation techniques.
  - Customer service.
  - Project management, time management and organization.
  - Public speaking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee, manage and coordinate the work of subordinates.
  - Select, supervise, train and evaluate employees.
  - Prepare and administer budgets.
  - Prepare clear and concise administrative and financial reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Deliver presentations.
  - Develop short and long term goals and objectives.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering, aviation management, or a related field and six years of increasing responsible experience in airport operations and maintenance, including two years of administrative and supervisory responsibility and three years of responsible airport operations experience at a Public Use Airport.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.