

## CITY OF CHARLEVOIX

**Title:** Airport Manager

**FLSA:** Exempt  
**STATUS:** Full-time, salaried

**Department:** Airport

**Reports To:** City Manager

**Date:** September 12, 2012

### **Position Purpose and Objectives**

Responsible for planning, coordinating, and monitoring all activities related to the budget, operation, and management of the airport, including fuel sales, capital improvements, and commercial air service activities. The Airport Manager is a hands-on, active manager. Position also ensures compliance with local, state, and federal laws and regulations regarding airport operations, security. Coordinates airport activities with the Charlevoix City Manager, City Council, and City staff. The incumbent ensures that pilots, Airport businesses, patrons, and other Airport users are provided with outstanding customer service.

### **Scope/Environment**

Work location is primarily at the Charlevoix Municipal Airport and will require working outdoors in all types of weather. Duties require availability for various working shifts including nights, weekends, and holidays.

### **Essential Job Functions**

- Under the direction of the City Manager, recruit/hire, manage, and terminate Airport personnel. Supervise, train, and schedule personnel either directly or through subordinate staff.
- Direct training for all fueling, ramp, counter, maintenance, plowing, and mowing personnel, ensuring compliance with Airport and City policies, procedures, and practices.
- Write and administer FAA entitlement grants; work with the FAA/MDOT on grant assurance/compliance.
- Oversee all Airport grounds, buildings, parking lot, and equipment. Arrange for and oversee janitorial and maintenance services, adhering to accepted City practices.
- Ensure that the terminal itself, snow removal equipment (SRE), and other airport equipment or tools are inspected and secured on a daily basis and that equipment/tools are returned and properly stored in their designated area(s).
- Maintain/oversee daily records of labor and time distribution, daily fuel logs, equipment inspections, Navaid inspections, and all other required inspections or audits.
- Oversee fuel/ ramp activities; direct the maintenance of City fuel system and fueling equipment.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices, policies, and procedures.
- May operate various types of motorized and non-motorized equipment and tools as necessary.
- Promote positive relationships with all airport users and businesses and direct strong customer-service orientation among Airport employees.

### **Knowledge, Skills and Abilities Required**

- Comprehensive knowledge of airport operations and FAA & MDOT regulations.

- Demonstrated success/patience working with federal and state agencies.
- Ability to meet required FAA/OSHA/MIOSHA/City guidelines.
- Minimum of five years progressively responsible experience in airport operations/pilot and in business administration/management, including accounting, budgeting, scheduling, and human resources.
- Demonstrated leadership skills and the ability to motivate and train employees.
- Experience with the FAA grant/procurement process and working on airport engineering projects.
- Strong written and oral communication skills: Able to communicate effectively with Airport, City staff and City Council; FAA and MDOT representatives; airport patrons; and the general public.
- Computer proficiency including MS Office (Word, Excel, and Outlook).
- Ability to operate various types of motorized and non-motorized equipment and tools.
- Flexibility regarding work hours; available for after-hour call-ins.
- Ability to travel periodically for grants, conferences, meetings, and training and development.
- Ability to project a positive public image of the City of Charlevoix and to provide outstanding customer service to all Airport patrons.

### **Certifications**

- Ability to attain/retain both Airport and Airport Manager's licenses; desire to acquire additional education/certification that will benefit the Airport.
- Possession of a bachelor's degree (in aviation or airport management preferred) – or equivalent in education and experience in airport operations in a similar-size facility, including five or more years in a supervisory/lead capacity.
- Possession of a valid pilot's license preferred.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: September 17, 2012