



Job Title: Airport Manager
Starting Salary: \$28.76 per hour
Status: Full-time position with benefits
Closing Date: May 16, 2017 at 5:00 p.m.

The Opportunity

Tooele County is looking for a highly skilled individual to administer managerial, supervisory and administrative tasks related to the day-to-day business operations of the Tooele County Wendover Airport, including the fixed-based operation, in accordance with the rules, regulations, by-laws, policies and decisions as established and directed by the Airport Director, Airport Board and Tooele County Commission.

Located just off I-80 at the edge of the world-famous Bonneville Salt Flats of Utah's west desert, the Wendover Airport is the most original remaining World War II airfield in the U.S. and services military, commercial, and general aviation uses.

Wendover Airport serves the aviation needs not only of Utah and Nevada but also of the entire Intermountain West. A daily charter service brings passengers from about 70 different cities across the country to enjoy the casinos, five-star entertainment and dining only minutes away.

Minimum Qualifications

- Bachelor's degree from an accredited university in Aeronautical Science, Public Administration, Management, Engineering or the equivalent.
And
- Five (5) years of experience as an airport manager, assistant airport manager or operations manager at a primary commercial service airport. Managerial and supervision and demonstrated interpersonal skills and the ability to interact with a wide range of disciplines.
Plus
Enhancing qualifications include but are not limited to MBA, Accreditation by the American Association of Airport Executives (AAAE), FAA private pilot certificate, financial/accounting background, personal computer skills, and corporate experience
Or
- An equivalent combination of education and experience.

Required Knowledge, Skills and Abilities:

Management experience involving at least 12 direct employees. Working knowledge of good management principles. Knowledge of the principles and procedures involved in the operations of a small commercial service airport. Knowledge of safety considerations in the operation of an FAR Par 139 certificated airport. Thorough knowledge of aviation procedures and terminology. Considerable knowledge of the principles of public administration. Ability to plan and direct comprehensive airport operations programs. Ability to develop and implement safety operations, standards and practices.

For a complete job description or an on-line application please visit
<http://www.co.tooele.ut.us/humanresources/currentjobs.htm>
Applications must be submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

TOOELE COUNTY
Job Description

TITLE:	<u>Airport Manager II</u>	JOB CODE:	<u>145</u>
DIVISION:	<u>TC Wendover Airport</u>	EFF. DATE:	<u>01/01/08</u>
DEPARTMENT:	<u>TC Wendover Airport</u>	GRADE:	<u>29</u>
EEO CLASS:	<u>Officials & Managers</u>	FLSA:	<u>Excluded</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs a variety of managerial, supervisory and administrative tasks related to the day-to-day business operations of the Tooele County Airport, including the fixed-base operation, in accordance with the rules, regulations, by-laws, policies and decisions as established and directed by the Airport Director, Airport Board and Tooele County Commission.

SUPERVISION RECEIVED

Works under the direction of the Airport Director and the broad policy guidance of the County Commission.

SUPERVISION EXERCISED

Provides close supervision of all airport employees.

SAMPLE OF DUTIES

Functions as the administrator of the day-to-day business affairs of the airport and is responsible for making decisions in accordance with the policies and directives set by the Airport Director, Airport board and Tooele County Commission.

Implements policies for a high quality of customer service for aviation and other uses on the airport. Gathers customer feedback and works to increase public, military and other uses of the airport through creative planning and policies. Works closely with the historic organizations to facilitate and improve tourism to the airport.

Provides information to the Airport Director, who will communicate the official position of the airport board in dealing with the public, news media, and other political bodies. Provides an interface with the communities of Wendover and West Wendover, attends airport board meetings, maintains contact on a regular basis with the Airport Director, Airport Board, County Commission, and other government agencies.

Manages the airport operations budget and jointly develops an annual budget with the Airport Director for the Tooele County Auditor. Jointly, with the Airport Director, develops, requests and coordinates capital improvement plans, including new construction, facilities development and new aeronautical and related uses.

Serves as a contact, working jointly with the Airport Director in matters dealing with the Federal

Aviation Administration, and other government agencies and contractors.

Supports the Airport Director in recruiting, hiring, discipline other issues with airport employees in accordance with Tooele County policies and procedures. Performs supervisory responsibility such as training employees in their jobs; oversees safety training and compliance, assures equipment and tools are being used properly, establishes priorities for equipment repairs and purchases.

Acts as the property manager for buildings and leased properties on the airport. Works with the Airport Director on rates and charges for buildings and property and coordinates requested uses of the airport facilities with the Director.

Performs oversight of the airport physical facilities including runways, hangars, aviation related buildings and all other non-aviation buildings and grounds on the airport. Directs staff with coordination from the Airport Director on repair and maintenance projects and issues on the airport. Proactively monitors the airport equipment and staff readiness to deal with changing situations and conditions on the field. Is responsible for the safe and efficient operation of the airport.

Works to make the airport more progressive, profitable and desirable through good management practices and close coordination with the Airport Director, airport board and Tooele County. Accepts other duties and assignments from the Director and Commissioners.

Works with the Airport Director on the Historic Property management plan. Facilitates use of the airport for tourism and museum activities.

Implements TSA security policies and interfaces with TSA supervisors to ensure regulations are implemented and followed for commercial passengers being screened. Insures that required airport security measures are implemented and followed.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Bachelor's degree from an accredited university in Aeronautical Science, Public Administration, Management, Engineering or the equivalent.

AND

- B. Five (5) years of experience as an airport manager, assistant airport manager or operations manager at a primary commercial service airport. Managerial and supervision and demonstrated interpersonal skills and the ability to interact with a wide range of disciplines.

Enhancing qualifications include but are not limited to MBA, Accreditation by the American Association of Airport Executives (AAAE), FAA private pilot certificate, financial/accounting background, personal computer skills, and corporate experience.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

Management experience involving at least 12 direct employees. Working knowledge of good management principles.

Knowledge of the principles and procedures involved in the operations of a small commercial service airport. Knowledge of procedures and safety considerations in the operation of an FAR Part 139 certificated airport. Knowledge of aviation procedures and terminology. Considerable interaction experience with a customer service oriented business. This also requires experience communicating and interacting with business executives, public officials and resolving procedures, and problems with them. Ability to plan and direct comprehensive airport operations programs. Ability to develop and implement safety operations, standards and practices.

Ability to communicate effectively verbally and in writing; ability to plan, organize and direct the operations of a department; visualize completed projects in planning stages and estimate the end results; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, employees and the public. Previous experience should include developing a department budget and managing the department to that budget, performing financial analysis of revenue and expenditures and taking action to correct deficiencies.

3. Work Environment and 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. Working conditions conform to the usual indoor office environment for part of the assignment and daily harsh outdoor environment as well.

While performing the duties of this job the employee is frequently required to sit, talk and hear and think. Hand dexterity is required for computer use. There may be limited travel. Incumbent makes mental applications utilizing memory for details, verbal instruction, and guided problem solving. Often involves stressful situations involving customer and employee safety.

This category also involves frequent work in outdoor airport conditions. Incumbent must possess the ability to work outdoors in extreme weather conditions, including heat, cold, rain, snow and dust; ability to lift 75-100 pounds. This is often combined with bending, twisting, or working on irregular surfaces or at heights above the ground. This category involves regular walking, reaching, pushing, pulling, kneeling, crouching, balancing, stepping up. Common eye, hand, leg and foot dexterity are required for work mobility. There may be exposure to wet/humid conditions, noise elevation, and high levels of dust, grime and dirt. The candidate frequently works near moving mechanical parts and is frequently exposed to sound and vibration.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

1. Thoroughness, planning and organization, neatness and accuracy;
2. Learning and knowing all phases of the job; recognizing and solving airport problems;
3. Knowledge of Tooele county policies, systems and services;
4. Insures that airport employees maintain a competent volume of work in addition to the regular tasks of handling aircraft.
5. Being able to perform new duties, adjust to new situations, exhibit self-control under pressure;
being resourceful; volunteering and accepting suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
6. Making decisions; studying and considering all facts; using common sense;
7. Cooperation with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
8. Is friendly, helpful, customer oriented and shows self-control;
9. Is punctual, but also very flexible with hours to accommodate the aircraft charter business
10. Is professional in dress and manner; and directs good housekeeping of the airport buildings and grounds

Approved:

Dated this 17th day of March, 2017.

_____ **Jami McCart** _____
Department Director **Human Resources** **Commissioner**

New Employee Certification of Receipt of Position Description	
I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Wendover Airport.	
Employee's Signature	Date