Airport Manager

Department: Graham Municipal Airport

Job Description

FLSA Status: Exempt

How to Apply

Interested applicants should apply immediately by submitting a cover letter and resume to City Manager Eric Garretty at egarretty@grahamtexas.net. Review of candidates will begin immediately. Candidates selected for interview will be directly contacted by the City.

Compensation

Up to $65,000 annually (DOE). Overtime at a rate of $46.88 per hour, OR one hour of compensatory time for each overtime hour logged, at the Incumbent's option. The City of Graham offers a substantial benefits package including city vehicle, subsidy for medical insurance, TMRS retirement, and air ambulance insurance.

Job Summary

Under the general supervision of the City Manager, the Airport Manager is responsible for all aspects of maintenance and operation of the Graham Municipal Airport . Duties include, but are not limited to, fueling aircraft; handling emergencies; interacting with tenants, passengers, and clients; working on maintaining grounds and maintaining airport infrastructure. The Airport Manager shall provide direct support to the Airport Board of Directors. This position is a Department Head within the City and is required to maintain accurate records, produce reports, comply with procurement regulations, and perform all facets of airport operations and maintenance.

Education/Training/Experience Requirements:

High school diploma or equivalent.

Must be a U.S. citizen, possess a valid Texas driver's license, and **agree to reside within a 20-mile radius of the Graham Municipal Airport.**

Preferred: At least one year of experience as an Airport Manager, Assistant Manager, or Airport technician responsible for Airport Operations.

Essential Job Functions:

Performs general maintenance to terminal building, aircraft hangars, and grounds, including lighting repairs for runway and taxiways.

Directs and performs maintenance and repair work on the airport facility.

Performs daily inspections of runways and affiliated operational areas to ensure Airport meets Federal Aviation Administration (FAA) operational and maintenance standards.

Maintains records, daily runway and affiliated area inspection check lists and logs, documentation of maintenance and repair work performed. Files reports to FAA as required.

Administers city monies budgeted for annual airport operations.

Coordinates with the City Finance director on timely payment of bills submitted for work performed by various contracts at the airport, as well as monthly recurring costs.

Orders fuel and maintains the self-service card reader and fuel farm.

Maintains and updates the FAA Chart Supplement U.S. Pilot's Manual, formally known as the Airport/Facility Directory.

Posts Notices to Air Missions (NOTAMs) on FAA website on airport operational conditions.

Performs the custodian duties of the airport facility, including but not limited to the Fixed Base Operator (FBO), pilot's lounge, restrooms, offices, and coffee bar.

Ensures that concessions and restrooms are appropriately stocked and that the FBO is clean and sanitary.

Acts as a point of contact for airport business including but not limited to collection of rents and fees, after hour requests for fuel and services, general inquiries from airport patrons and the public at large.

To maximum extent possible, personally greets and interacts with each Customer/Guest.

Maintains a daily presence on Board of Directors-approved social media sites.

Schedules maintenance and repair work, ensuring equipment and supplies are available.

Participates in short-rand and long-range planning for improvement projects and supervises project progress.

Supervises, trains, schedules, assigns duties, evaluates, and disciplines Airport employees.

Maintains a safe work environment, supervises training for and implementation of, safety protocols and procedures.

Directs and performs general building maintenance including carpentry, painting, electrical, basic plumbing maintenance, and repairs.

Responds to requests from, and coordinates work with, airport tenants.

Directs and performs grounds maintenance including planting and maintaining landscaped areas, mowing, fertilizing, pest and weed control.

Directs and performs wildlife management.

Performs crack sealing and paints runway and taxiway markings.

Operates power tools and all equipment in the Airport equipment inventory including, but not limited to, backhoes, loader, dump truck, tugs, mowers, tractors, shredders, and other related airport maintenance equipment.

Directs and performs maintenance and repairs on all airport vehicles, including but not limited to services vehicles, fuel trucks, and service trucks.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

Mechanical skills with a knowledge of light equipment maintenance, general electrical maintenance, grounds keeping and facility maintenance.

Ability to operate aircraft fuel truck for fueling of both piston-engine and jet aircraft.

Ability to demonstrate tact, diplomacy, and good communication skills in order to work with the public.

Ability to interact favorably with the public and with airport tenants.

Ability to enforce or interpret rules and regulations of the facility.

Ability to operate computers for billing and accounting, receive payments, and track various inventories for accuracy and reordering.

Physical Demands/Work Environment

Lifts and carries up to 50 pounds and pulls, pushes, or drags up to 100 pounds; sits, stands, stoops or twists for extended periods of time; works both inside and outside in all types of weather.

This is a 'working manager' position. The City periodically staffs a part-time 'Airport Attendant' position; however, the Airport Manager oftentimes functions as the sole employee responsible for all activities related to maintenance and operation of the Airport. This position requires an innovative self-starter who is able to prioritize tasks and deliver results.

Standard working hours are 8:00 a.m. - 5:00 p.m. Monday-Friday, subject to alternate scheduling, as approved by the City Manager, and in coordination with the Incumbent.

Incumbent subject to recall during nights, weekends, and emergencies in support of airport operations.

Incumbent is classified as an “Emergency Essential” employee of the City of Graham.

HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

Equal Employment Opportunity

The City of Graham prohibits job discrimination for reasons of a person's ethnic origin, political association, religion, sex, sexual orientation, race, color, gender identity, pregnancy, spirituality, belief, disability, military/veteran status, genetic information, and age, which has no bearing on their qualification, performance, and ability.