

JOB TITLE: Director of Airport Operations


JOB DETAILS: Under the direction of the Deputy Airport Director, Operations & Maintenance, this newly created position will perform airport operations management duties with responsibility for the safe, efficient, and secure operation of the entire Bishop International Airport campus during assigned his/her shift. Responsibilities include the inspection of airside, terminal, and landside facilities. Other duties include coordinating airport construction, snow removal coordination, issuing NOTAMs, ensuring FAR Part 139 compliance, coordinating special events, enforcing environmental regulations, oversight of wildlife hazard mitigation program, responding to emergencies, and other duties as assigned. Reviews and acts on matters involving safety, security, customer service, and other situations as they impact tenants and passengers. Intermediate skill level or above in Microsoft Office to include Word, Excel, Publisher, Power Point and Outlook. Manages work with the goal of maximizing safety and security with minimal disruption to Airport operations. Develops and implements approved Airport security, certification, and safety programs in accordance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations and Airport Authority guidelines. Reacts and responds to incidents, events, problems, and complaints in a professional manner with the authority to take appropriate actions.

SALARY: \$65,000 to \$90,000 annual

Additional information regarding this position can be found on the Airport's website at:
<https://bishopairport.org/business-fnt/employment-opportunities/job-opportunities>

Submit your resume and cover letter of interest to Human Resources (Director of Airport Operations), Bishop International Airport Authority, G-3425 W. Bristol Road, Flint, MI 48507.

Resumes and cover letters will be accepted until June 8, 2018. EOE

	Job Title	Updated	Supervisor
	Director of Airport Operations	May 2018	Deputy Airport Director, Operations & Maintenance


Position Summary

Under nominal direction or working independently, plan, organize, direct, and manage the Operations program for the Airport Authority. Oversee and manage activities that ensure and enforce compliance with federal, state, and local regulations regarding airport operations, safety, and security.

Duties and Responsibilities

- Manage airport response to emergencies, i.e., respond to emergencies, coordinate emergency activities, and implement emergency plans, etc.
- Supports the development of and monitors performance against the department budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve Airport goals, objectives and performance measures consistent with the Authority's quality and customer-service expectations.
- Coordinate opening and closing the airport (or portions of it) based upon airport conditions and related safety factors. Issue NOTAMs as required.
- Updates and maintains Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Wildlife Hazard Management Plan (WHMP), Letters of Agreement (LOAs), and Airport Security Program (ASP); Ensures adequate training and compliance with these documents is provided to all airport staff, tenants, and mutual aid companies.
- Coordinate operations with outside contractors.
- Manages IT systems related to airport operations, security, airfield asset management, fuel system, and mass notification network.
- Assist with the development, administration, enforcement, project management, and negotiation of leases/other contracts and use of Airport land, facilities, and services.
- Assist with the development and evaluation of leases, agreements, or other sources of revenue; confers with lessees to resolve complaints or performance deficiencies; provide information to individuals and private business firms seeking airport leases and concessions; make recommendations for approval, denial, or discontinuance of facility usage.
- Inspect facilities, grounds, and equipment and ensure safe and efficient operations.
- Develop operational procedures required to meet federal, state, and local regulations in regards to airport operations and environmental practices.
- Make recommendations on construction, alterations, and maintenance activities on airport facilities and equipment and coordinate construction activities on airside and landside properties.
- Review logs, operational reports, etc. and develop/prepare proposed changes.
- Write technical reports.
- Other duties as assigned.

The duties and responsibilities outlined above should not be interpreted to describe all of the duties an employee assigned to this position may be required to perform.

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Knowledge, Skills, and Abilities

- Thorough knowledge of state and federal laws, rules and regulations affecting departmental operations, activities and programs including FAR Part 139, Part 77, and TSA 1542 and other related FAA Advisory Circulars.
- Strong practical knowledge and experience in snow removal techniques, operations, and management.
- Skill in handling conflict and uncertain situations. Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications to include the Microsoft Office Suite and Airport Operations (Veoci) Part 139 software. Skill in data analysis and problem solving.
- Ability to interpret and apply federal laws and regulations as they relate to aviation and airports.
- Ability to establish and maintain effective communication and working relationships with Authority employees, airport stakeholders, contractors, and the public. Ability to work with frequent interruptions and changes in priorities.
- Train others in policies and procedures related to the work and providing for their professional development.
- Coordinate various projects, work independently and use good judgment.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Work extended shifts or be called back in for emergency situations.
- Lift occasionally 25-50# and some exposure to environment.

Experience and Education Requirements

- Bachelor's degree in Business or Public Administration, Aviation management or related field, plus five (5) years experience in airport operations.
- One (1) year of relevant work experience may substitute for one (1) year of the required education up to a maximum of four (4) years.
- American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) and Certified Member (CM) designation must be obtained within two (2) years of employment. Proof of a valid state driver's license is required. Must satisfactorily meet and maintain STA and CHRC background check requirements.

FSLA: Standard/Exempt