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Job Opening - Director, Facilities and Operations

Organization:	Bishop International Airport Authority
Opening Date:	July 19, 2024
Applications Accepted Until:	August 16, 2024
City:	Flint
State:	Michigan
Salary Range:	\$84,000 - \$124,000
Type of Position:	Full Time

Description and Details

Bishop International Airport Authority is accepting resumes to fill the Director, Facilities and Operations position.

This position is primarily responsible for oversight of all building maintenance, ground maintenance, and airport operations at Bishop International Airport. A full job description and listing of duties is included below.

All applicants must satisfactorily pass an oral interview, a physical exam with drug test, and a thorough background investigation in order to be considered for employment.

Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.

How to Apply / Contact

To apply, submit your resume and cover letter to Christopher Yeates, Bishop International Airport, 3425 West Bristol Road, Flint, MI 48507 or by email to cyeates@bishopairport.org



3425 West Bristol Road
Flint, MI 48507-3183
810.235.6560

bishopairport.org

An Equal Opportunity Employer

DIRECTOR, FACILITIES & OPERATIONS

POSITION SUMMARY:

The Director, Facilities and Operations is responsible for all airport maintenance and operations activities, including but not limited to all functions related to CFR Part 139 regulations. The position provides the management, administration and leadership of all maintenance and operations related functions, directing and overseeing the work of the maintenance and operations departments in the inspection, upkeep, and repair of the airport grounds, buildings, and equipment. The Director, Facilities and Operations reports to the Chief Operating Officer (COO).

DUTIES AND RESPONSIBILITIES:

- Directs, coordinates, and monitors progress of all repair and upkeep work for airport buildings, utilities, vehicles and equipment, and airfield facilities.
- Develops and implements policies, procedures, and programs for maintenance and operations activities to ensure compliance with all federal, state, and local rules and regulations as well as the Airport Certification Manual and StormWater Pollution Prevention Plan.
- Responsible for supervising inspections, maintenance, repair and snow removal of all airport facilities (such as runways, taxiways, aprons, deicing pad, grounds, roadways, buildings, signs, etc). and systems (such as building automation, fire alarm, air handling/HVAC, vehicle fueling, airfield lighting and building electrical, passenger boarding bridges, plumbing, public announcement, flight information display, stormwater, sewer, mechanical, etc.).
- Oversees employees assigned to inspecting, servicing, maintaining and repairing facilities, vehicles and equipment and provides performance feedback, training and counseling to ensure policies and procedures are followed and job functions are properly performed.
- Manages Department budgets, monitors and controls expenditures, and prepares annual budget recommendations to the COO.
- Develops bid specifications for equipment acquisition and contracted services and supervises the duties of service contractors such as janitorial, landscaping, trash removal, and skilled trades.
- Assists the COO in developing and maintaining an Airport Capital Improvement Plan by making recommendations as to adequacy and condition of buildings, facilities, equipment and vehicles.
- Oversees, coordinates and manages contractors for contracted services.
- Act as a Project Manager on airport construction projects and inspect work for compliance with plans, specifications, building codes, and applicable laws.
- Respond to emergency and non-routine activities during and outside normal working hours.
- Oversees the hiring process for the Department of Maintenance and Department of Operations, including interviewing and selecting candidates.
- Maintains an effective working relationship with Airport Employees and Tenants.
- Communicates maintenance and operations-related issues or topics with appropriate Airport stakeholders. Coordinates with appropriate Airport stakeholders on maintenance and repair activities.

The duties and responsibilities identified above are intended to be sufficient to identify the position and be illustrative of the many duties that may be assigned. They should not be interpreted to describe all of the duties an employee assigned to this position may be required to perform.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:



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- Thorough knowledge of standard practices and procedures of facility and grounds maintenance.
- Thorough knowledge of FAA, state and local laws and regulations.
- Proven track record of developing and maintaining working relationships with contractors in order to keep facility and ground repairs and maintenance on schedule.
- Highly developed ability to:
 - Communicate honestly and effectively both orally and in writing with diverse constituencies on a variety of levels;
 - Prepare clear, concise and comprehensive written documents in English;
 - Manage multiple projects and meet deadlines;
 - Solve practical problems and deal with numerous variables in situations where limited standardization exists;
 - Interpret a variety of instructions in written, oral, diagram, or schedule format;
 - Function independently and exercise considerable judgment in the resolution of problems and coordination of emergency incidents;
 - Exercise good judgment, discretion, empathy and understanding of people; and
 - Interact with persons in a tactful, mature, fair, and consistent manner.
- Ability to function effectively in a fast-paced environment.
- Knowledge of:
 - FAA Ground Control radio procedures;
 - Airport operations, terminology, facilities, safety and security procedures, federal, state, and local aviation rules, regulations pertaining to airport ground operations.
- Knowledge of policies, practices and techniques of general personnel management and administration.
- Proficiency in Microsoft Office software including Word, Excel, Power Point and Access.
- Understands typical processes and requirements for equipment procurement and management of consultants and contractors.
- Serves the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the Authority's Ethics Policy.
- Establishes and maintains effective working relationships with the public, co-workers, elected and appointed officials, and persons of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation, or sexual orientation.
- Travel expectation and out of office work to include meeting with local partners, community engagement, and industry conferences and training: 0% to 10%.
- The duties of this position require onsite participation. Only limited remote work in extreme circumstances may be approved.

SUPERVISION EXERCISED/RECEIVED:

Directly supervises Operations and Maintenance Supervisor

Indirectly supervises 15 employees

Receives limited supervision from COO.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to sit, climb, stand and walk. Hearing and vision must be compatible for vehicle and aircraft radio.



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CONDITIONS:

- Exposure on a regular basis to general office noise and occasional noise associated with aircraft and heavy machinery.
- Exposure to flashing lights, noise, fuels and chemicals associated with aircraft, heavy equipment and vehicles.
- Subject to remaining on duty beyond assigned working hours to provide assistance when necessary.
- Must be available for 24-hour on-call response to after-hour emergencies and weather-related events.
- May work weekends and holidays as needed.

MEDICAL EXAMINATION:

Employment is contingent upon the results of a physical examination performed by our examining physician.

PRE-EMPLOYMENT DRUG TESTING:

Employment is contingent upon the results of a pre-employment drug screening.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION:

Ability to successfully pass a thorough investigation consisting of a criminal history check (including but not limited to the requirements of TSR 1542.209, verification of prior employment and performance, reference, and credentials checks.

PREFERRED MINIMUM QUALIFICATIONS:

- Possession of a valid Michigan Standard Operator driver's license or able to obtain within 6 months;
- Working knowledge in maintaining compliance with federal and state regulations related to CFR Part 139, OSHA, MIOSHA, and local building codes;
- Higher education from an accredited college or university in Facility Maintenance, Maintenance Technology, Public or Business Administration, Airport Administration, Operations Management, or a closely related field, or combination of equivalent education, training, and experience;
- Minimum of seven (7) years of maintenance and/or operation experience at an airport or similar facility such as multi-building education facility, hospital or equivalent environment to include maintenance of buildings, grounds, pavements, vehicles, equipment and construction activities; and
- Minimum of five (5) years supervisory experience.

SALARY:

- \$84,000 - \$124,000 depending on qualifications and experience.

Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.

The required knowledge, skills abilities, and minimum qualifications listed above are intended to represent the desired skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.



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