



***Position Description***

<b><i>Department</i></b>	Operations
<b><i>Position Title</i></b>	Airport Duty Manager
<b><i>Grade</i></b>	9
<b><i>Reports To</i></b>	Manager – Security & Operations
<b><i>FLSA</i></b>	Non-Exempt
<b><i>Approved Date</i></b>	September 1, 2003
<b><i>Revised Date</i></b>	December 23, 2017
<b><i>Purpose</i></b>	Assists Security & Operations Manager in the daily oversight of airport operations. Ensure airport remains in compliance with FAR Part 139.
<b><i>Duties &amp; Activities</i></b>	Conduct Part 139 and daily terminal inspections, document discrepancies and follow-up with appropriate departments to insure timely completion. Conduct daily perimeter inspections for safety and security compliance. Log discrepancies and issue work orders to insure timely completion.
	Responds to and assists with all Airport emergencies and security issues, including aircraft alerts and medical calls. Complete written reports on all emergencies. Maintain compliance with Federal Aviation Administration regulations during an emergency and assist Incident Commander.
	Maintain position of compliance with federal regulations as they relate to certification and security by reviewing technical manuals and staying abreast of law changes. Assist with the updating of certification and emergency manuals. Make recommendations for policy and procedural changes or additions and communicate them to tenants and other airport departments.
	Issue and cancel Notice to Airmen (NOTAMs). Maintain official NOTAMs records as per Part 139 requirements. Act as liaison with air carriers and fixed base operators for Foreign Object Debris (FOD) control, bird hazards, and other operation problems.
	Assist in coordinating tenant operational needs with appropriate airport departments.
	Coordinate projects between airport divisions that involve more than one area of responsibility. Coordinate and monitor construction activities for compliance with all federal, state and airport safety and security regulations and concerns.
	Assist with the issuance and monitoring of airport security badges. Conduct Security Identification Display Area (SIDA) and Air Operations Area (AOA) driver's training courses as needed.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.

	Perform other duties as assigned.
<b><i>Role Definition</i></b>	Individual Contributor
<b><i># of Direct Reports</i></b>	None
<b><i># of Indirect Reports</i></b>	None
<b><i>Budget Responsibilities</i></b>	None
<b><i>Education &amp; Experience</i></b>	Bachelor's degree in Aviation Management, Business Administration or related field from a four-year college or university; or two or more years related experience and/or training at a small or medium hub Part 139 airport; or equivalent combination of education and experience.
<b><i>Language Skills</i></b>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<b><i>Math Skills</i></b>	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
<b><i>Reasoning Ability</i></b>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<b><i>Computer Skills</i></b>	Typically requires basic proficiency - ability to enter data and write basic documents using MS Office and/or software products.
<b><i>Technical/Trade Skills</i></b>	Working knowledge of applicable FAA Advisory Circulars, Federal Regulations, as well as current environmental, safety, security, and human resource/supervisory issues.
<b><i>Interpersonal Skills</i></b>	Typically requires highly developed interpersonal skills for dealing with sensitive or controversial situations.
<b><i>Licenses/Certifications</i></b>	Valid Driver's License and clean driving record history is required.
<b><i>Physical Effort</i></b>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (8 - 20 pounds).
<b><i>Job Environment</i></b>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<b><i>Job Hazards</i></b>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury. This is a safety and security sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<b><i>Job Pressures</i></b>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.