



Grand County

Job Description

Title:	Airport Director	Job Code:	1100
Division:	Administration	Effective Date:	5/2022
Department:	Airport	Last Revised:	5/2022

GENERAL PURPOSE

Performs various managerial, administrative, supervisory and technical duties as needed to ensure the efficient and effective operation of the Canyonlands Regional Airport. Performs day-to-day tasks related to planning, organizing, and directing, and coordinating the operations, construction and maintenance of the airport and related facilities. Assures compliance with all federal, state and local regulations related to airport operations including, but not limited to, fire rescue and airfield security.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Commission Administrator

SUPERVISION EXERCISED

Provides close and general supervision to the Airport Operations Manager and general supervision to Airport Operations Specialist(s), Airport Landside Technician(s) and Airport Rescue Fire Fighter/Operations Technician(s).

ESSENTIAL FUNCTIONS

Management Functions: Assists in the preparation and administration of the airport budget which includes, but is not limited to, ensuring proper revenue and expenditure controls are followed. Applies for and manages airport grants and coordinates project work with consultants, tenants, airlines, and other County departments.

Acts as project manager for the Airport on all projects, ensuring that both County and private development comply with the Airport Master Plan. Pursues the overall airport business development, marketing strategies, and economic growth opportunities.

Oversees user compliance with airport Minimum Standards and Rules and Regulations. Assists with negotiations for airline services, landing fees, and fuel flowage fees. Compiles data on airport operations to support negotiations. Coordinates airport activities, contracts, and leases with tenants; assures compliance with County and federal regulations. Oversees the operations of the airport to ensure compliance with FAA, Utah Division of Aeronautics and County regulations for commercial and general aviation. Issues NOTAM's (Notice to Airmen) through FSS, Cedar City, on airfield conditions and/or operations.

Compiles and renews various safety and security manuals as required by the Federal Aviation Administration and Department of Homeland Security. Oversees airport operations and projects with federal, state and local agencies, property owners, entities and departments. Maintains Airport Certification Manual (ACM) and Airport Security Plan (ASP).

In collaboration with the County's consultants, prepares long-range plans and policies for development and construction of airport projects, facilities, and proposals and makes recommendations in support of these plans. Coordinates capital improvements and projects.

Represents the County and Airport Board with various local and airport-oriented organizations. Prepares reports and summaries as required by the County Commission, Airport Board, federal and state agencies, and Council Administrator.

Provides staff support for Airport Board. Supervises and directs Grand County and/or contract workers. Conducts annual performance reviews for each subordinate. Administers required training for airport users and employees.

Maintenance: Responsible for overseeing a variety of semiskilled and skilled duties required in maintaining Canyonlands Regional Airport. Oversees and performs maintenance of all airport surfaces in compliance with Part 139 Certification

Safety and Security: Responsible for overseeing necessary airport inspections, providing fire rescue services, and airport security as required by federal and state regulations and adopted Canyonlands Regional Airport policies and plans. Acts as Airport Security Coordinator with DHS-TSA. Performs inspection duties of the

grounds, terminal building, lighting system, and signage of airport. Responds to airport emergencies when required, and serves as Incident Commander for any emergency incident on the Airport. Provides airport fire and rescue services as required by FAA Part 139. Keeps airport systems free and clear of obstructions per FAA regulations. Performs daily, weekly, and monthly airport inspections in accordance with FAA regulations. Maintains compliance with Snow and Ice Control Plan.

Trains and maintains records for ARFF personnel. Engages in fire rescue services as emergency situations dictate. Ensures rescue and firefighting personnel safety; performs emergency communications; ensures effective and efficient use of fire hoses, nozzles, turrets, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools, firefighting equipment, extinguishing agents; the use and wearing of breathing apparatus, emergency aircraft evacuation assistance; and firefighting operations. Airport Director, page 2

Performs daily oversight of security provisions at the airfield and compliance with the security program. Provides timely evidence of compliance with Section 1542.5 of CFR 49 (inspection authority) as the Transportation Security Administration may request. Maintains and provides to the Transportation Security Administration on request a complete and current list of all individuals afforded authorized unescorted access to restricted areas. Maintains and updates the Airport Security Program (ASP) to reflect the current state of condition at the airport and Transportation Security Administration requirements under Part 1542.

Ensures timely distribution of the ASP, or appropriate parts thereof, to appropriate persons or entities. Ensures proper dissemination of all correspondence or other communications, including security directives with the Transportation Security Administration on security related matters. Assists Transportation Security Administration Aviation Inspectors upon request in the performance of their official security related duties. Acts as the airports' operational counterpart to the Transportation Security Administration.

Provides evidence that airport tenants or employees not regulated under Parts 1544 and 1546 who have unescorted access to any area restricted for security purposes, have completed pre-employment checks or other relevant security screening as required by the ASP.

Serves as or delegates staff as a voting member of the Safety & Accident Review Committee and is responsible for reporting any airport related accidents, near misses, or other safety concerns to the Committee.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Grade 18

- A. Graduation from college with bachelor's in degree aeronautical science or management or a closely related field;
- AND
- B. Two (2) years of directly related supervisory experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

Grade 19

- B. Graduation from college with bachelor's in degree aeronautical science or management or a closely related field;
- AND
- B. Four (4) years of directly related supervisory experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

Grade 20

- C. Graduation from college with bachelor's in degree aeronautical science or management or a closely related field;
- AND
- B. Six (6) years of directly related supervisory experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Principles, practices, and functions of airport management and organization. Computer management, and use of professional software, such as Microsoft Office. Principles of management and budgeting. Principles of contract administration and grants management. Administration of large budgets. Federal, state and governmental agency laws and regulations pertaining to airport operations.

Working knowledge of building maintenance sufficient to assist in light repairs and general landscaping and grounds maintenance. Operating procedures required around aircraft and on airports. Methods, techniques, and safety precautions necessary to maintain airport systems. Firefighting apparatus, fire safety gear, firefighting hand-tools and other firefighting tools and equipment.

Considerable skill in diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. Skill in the operation of PC Computer, including Microsoft Word, Excel, Outlook and online or web-based reporting and compliance monitoring software applications. Public speaking, electronic communication, social media and grant writing. Some skill in mechanical or electrical technician operations.

Ability to communicate effectively both verbally and in writing. Develop and maintain effective working relationships with elected county officials and departments, federal, state and local agencies, subordinates and the public. Establish meaningful goals and priorities. Use hand and power tools required to maintain airport/terminal building systems. Operate medium and heavy equipment. Evaluate and manage projects. Respond appropriately to emergency situations. Perform manual labor.

3. **Special Qualifications:**

Must be or have the ability become American Association of Airport Executives Certified Member. Successful completion of pre-employment drug screening is required. Must possess a valid Utah driver's license. A twelve-month probationary period is a prerequisite to this position. Should be able to obtain and successfully complete required training provided by Grand County relating to Aircraft Rescue and Firefighting (ARFF) as defined by the U.S. Department of Transportation Federal Aviation Administration AC No: 150/5210-17A and other training required by direct supervisor. Must be willing to obtain and successfully complete training provided by Grand County for relating to the Airport Security Coordinator and acquire a working knowledge of all regulations necessary to fulfill these duties. Employee must maintain grooming standards that allow them to properly wear their Personal Protective Equipment (PPE). Subject to monthly evening/night meetings for the Airport Board. Employee will be subject to a 5-year background check. Conviction of any criminal offense will be a disqualifying factor. Position is subject to call-out status including weekends and holidays. Possessing a pilot's license is desired but not required.

4. Work Environment:

Administrative duties require the employee to work in a typical office setting with appropriate climate controls. Daily functions require a variety of physical activities such as to bend, reach, push, pull, squat, climb, grasp and lift 100 pounds to waist level. Tasks require frequent walking, kneeling, bending and reaching for extended periods of time. Moderate climbing/balancing and kneeling are required. Operates hand and foot controls of airport maintenance equipment. Exposure to dangerous situations with fire rescue emergency; including, but not limited to, smoke, heights, fire, fumes, heat, cold, emergency driving, etc. Wears and works in fire department breathing apparatus and personal protective equipment. Daily exposure to aircraft traffic; dust, noise, fumes, oils and grease, pollens and organic materials, and all types of weather conditions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
Date _____
(Employee)