



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Airport Operations Assistant Manager

REPORTS TO: Airport Operations Managers

STATUS: Exempt – Full Time

UPDATED: March 12th, 2021

DEPT: Airport in the Sky

POSITION SUMMARY:

The Assistant Airport Operations Manager will work under general supervision and exercise independent judgment in the performance of a variety of complex and difficult airport maintenance and operations duties with only occasional instructions. Incumbents are expected to assist in the responsibility for program administration usually involving the supervision, training, and evaluation of subordinates and budget preparation and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision, this position must supervise and participate in a variety of duties in the maintenance, operations, and administration of airport facilities; to provide technical staff assistance; and do related work as required. Typical duties may include, but are not limited to, the following:

- Schedule, assign, supervise, and participate in airport maintenance, airport operations assistance and custodial work
- Dispatch scheduled and chartered busses, and coordinate pickup and drop off times for passengers
- Assure that commercial vehicles comply with applicable state and federal regulations
- Drive airport shuttle and bus in safe manner
- Requisition materials, supplies, and equipment; maintain inventory and records of materials and supplies used.
- Collect and account for airport landing and tie-down fees
- Inform aircraft owners and operators of violations and infractions of flight and ground rules
- Supervise and participate in the inspection, maintenance and repair of airport buildings, building fixtures, field facilities and vehicles
- Use and maintain a variety of hand and power tools and equipment
- Assist in budget preparation and administration
- Complete and maintain a variety of records and reports
- Supervise and participate in field maintenance activities
- Supervise, train, and evaluate subordinates
- Assume the duties of the Airport Manager in his/her absence
- Disseminates applicable notices to airman (NOTAMS)
- Monitors current and forecast weather conditions that may affect airport operations

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

The Assistant Airport Operations Manager must have knowledge of:

- Methods, practices, tools, and equipment used
- Safe working practices and procedures
- High level customer service skills
- Mechanical, electrical, and custodial maintenance practices and procedures
- Airport, airline and aircraft operations
- FAA rules, regulations, and procedures
- Record keeping and reporting procedures
- Principles of supervision, training, performance evaluation, and budgeting

The Assistant Airport Operations Manager must have the ability to:

- Plan and schedule work
- Perform semi-skilled and skilled work in a variety of buildings and grounds maintenance work
- Understand and carry out oral and written instructions
- Prepare and maintain records and reports
- Read, understand, interpret and explain complex Federal, State and Company rules and regulations.
- Supervise, train, and evaluate subordinates
- Hear and speak clearly in order to monitor and communicate radio traffic
- Respond effectively and coordinate with other agencies to aircraft and other emergencies
- Effectively use MS Office software

COMPLEXITY/PROBLEM SOLVING:

Must be able to:

- Monitor multiple radio frequencies and respond
- Respond effectively in the event of an Aircraft Accident or Incident
- Communicate and interact positively with customers and the general public
- Interact with subordinates and other departments, managers, and employees
- Represent the Conservancy to the local population and visitors
- Interact effectively with vendors
- Initiate and respond effectively with FAA Air Traffic Control Facilities, US Coast Guard Operations Centers, and local Law Enforcement and Fire Departments

The Assistant Airport Operations Manager reports directly to, and receives general supervision from the Airport Operations Manager, and exercises general supervision over operations when Manager is not available.

EDUCATION/EXPERIENCE:

Bachelor's Degree in Aviation or Business Management or Administration is highly desirable. Previous work experience in a similar capacity as Assistant Airport Operations Manager may be considered in lieu of a degree. Minimum of three years experience in the operation, maintenance, and repair of airport facilities, grounds, structures, and equipment is required. Preferred candidates will also have a current private pilot's license.

Licensing and Other Requirements:

Applicant must be willing to obtain a Class B Commercial Driver's license with a passenger endorsement within first six months of employment; if Class B Commercial Driver's license exam is taken *and passed* after job offer has been extended, we will reimburse applicable costs and fees.

- A valid driver's license with no major driving citation in the last 39 months is required for all driving positions.
- Driver's license must be current with no restrictions at all times.
- Individuals in this classification are subject to a pre-employment DOT physical plus drug and alcohol testing; individuals in this classification are subject to random, unannounced drug and alcohol testing after employment to comply with DOT Regulations.
- Current First Aid/CPR certification.
- Must maintain current Medical Examiner's Certification in accordance with Federal Motor Carrier Safety Regulations.

DEMANDS:

- **Employee must live and work on Catalina Island**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job: Assistant Airport Operations Manager. The work location is at the Airport in the Sky on Catalina Island in California; the location has moderate to loud noise levels and is a non-smoking environment.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: the authority of the job duties are performed in an airport environment; the employee must occasionally lift and/or move up to 45 pounds.
- This position requires both indoor and outdoor work.
- Operate airport vehicles and maintenance equipment such as vans, buses, mowers, tractors and pickup truck (if properly licensed to do so).