

SALINA AIRPORT AUTHORITY (SAA)

Job Description

<u>JOB TITLE:</u>	Assistant Manager of Operations
No. employees performing job:	1
Job Analyst:	Kasey L. Windhorst, Business and Communications Manager
Data Analyzed:	02-19-2021
Wage Category:	Exempt
Reports to:	Manager of Operations
Residency Requirement	Negotiable

JOB PURPOSE:

Support the mission and objectives of the Salina Airport Authority by overseeing Salina Regional Airport and Airport Industrial Center operations.

JOB STATEMENT

Under the supervision of the Manager of Operations, the Assistant Operations Manager is responsible for monitoring airport operations and provides guidance and direction to ensure compliance with safety and security requirements set forth by existing City, State and Federal regulations and standards. Coordinate with air traffic control (ATC) for closing and opening air traffic movement surfaces as necessary. Maintain all records required by FAA FAR Part 139 airport certification. Issue Notices to Airmen (NOTAMS), weather advisories, and maintain daily log used to document airport activity for critical decision making. Carry out the operating requirements outlined in the SLN ACM/AEP and the SLN ASP.

ESSENTIAL FUNCTIONS

Job Description

1. Update airport certification manual and airport emergency plan as necessary.
2. Responsible for preparation, maintenance and compliance of the Airport Emergency Plan, disaster preparedness, the Airport Security Program and other related standard operating procedures.
3. Organize, coordinate and furnish airport operations safety training programs.
4. Development and implementation of safety programs and training manuals.

5. Coordination of all military and government aircraft deployments and training exercises.
6. Monitor and verify all published SLN data is accurately reported.
7. Provide and document Airport Operation Area (AOA) drivers training to airfield tenants or airport contractors per FAA requirements.
8. Coordination of all non-scheduled air carrier charter flights, as needed.
9. Assist with SLN airport security TSAR Part 1542 requirements.
10. Conduct daily inspections of airfield perimeter area and airport facilities, and report safety and maintenance issues, as necessary. In addition to building, hangar and industrial center inspections.
11. Interact with managers and employees in order to identify and correct unsafe conditions.
12. Escort contractors and other personnel as necessary in the Airport Operations Area.
13. Coordinate operations and access for Ag tenants as needed.
14. Develop ARFF and Operations training curriculum schedules as per FAR Part 139 requirements.
15. Assist in the supervision of ARFF and Maintenance personnel. Ensures workloads, schedules and staffing are maintained. May assist with supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities and allocating personnel.
16. Conduct quarterly reviews with ARFF and Maintenance personnel.
17. Assist Manager of Operations with investigations of all incident/accident on the airports to include work comp events.
18. Maintain training records and prepare reports as required.
19. Ensure airfield safety and security by monitoring weather conditions, maintenance work, wildlife activity, and runway conditions.

– General

1. Work with and develop relationships with airport tenants and understand operations needs.
2. Develop a relationship and work closely with FAA Airports Division, Salina Fire Department, local LEO and Saline County Emergency Management.
3. Coordinate training and emergency response with local law enforcement personnel.
4. Professional development through trade associations.
5. Work with airport management in project planning.
6. Prepare and maintain detailed records.
7. Assist in preparation of reports for airport managers and board of directors.

8. Ability to multi-task and manage several projects effectively.

-Community Image

1. Understand the economic impact of the airport and industrial center to the community.
2. Communicate the results of development and operations to local organizations and agencies.

JOB QUALIFICATIONS

1. Associates or bachelor's degree in airport management or closely related field. Work experience may be substituted for post graduate degrees.
2. Knowledge of federal, state, and local laws regulations, rules and ordinances related to airport operations including airport security, federal certification requirements, aircraft firefighting and rescue policies, practices and procedures.
3. Must have Aircraft Rescue and Firefighting (ARFF) Certification.
4. Previous experience with airport operations including 14 CFR Part 139 and TSAR Part 1542 required.
5. Knowledge of Advisory Circulars, Notice to Airmen (NOTAM'S) and Airport Layout Plans.
6. Ability to establish and maintain effective working relationships with all staff, tenants, customers and the general public.
7. Ability to communicate information and ideas in writing and through oral expression so others will understand.
8. Ability to deal effectively with airport emergency situations.
9. Ability and willingness to be on-call 24 hours per day.
10. Acquire and maintain a valid Kansas Driver's license.
11. Must be self-motivated and have the ability to work with a great deal of autonomy.
12. Ability to communicate with ATCT and safely operate SAA owned vehicles.
13. Knowledge and/or ability to use Windows based personal computers using program applications such as Microsoft Word, Access, PowerPoint, Outlook, and Excel.
14. Must be able to pass a TSA (Transportation Security Administration) Security Threat Assessment (STA) and an FBI Criminal History Records Check (CHRC).

- *The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related or a logical assignment to the position. Job descriptions are subject to change as the needs of the Salina Airport Authority requirements of the job change.*