

# SALINA AIRPORT AUTHORITY (SAA)

## Job Description

---

<b><u>JOB TITLE:</u></b>	<b>Director of Facilities and Construction</b>
No. employees performing job:	1
Job Analyst:	Kasey L. Windhorst, Business & Communications Manager
Data Analyzed:	08/04/2021
Wage Category:	Exempt
Reports to:	Timothy F. Rogers, A.A.E, Executive Director
Residency Requirement	Saline County

**JOB PURPOSE:** Support the mission and objectives of the Salina Airport Authority by overseeing all Salina Regional Airport and Airport Industrial Center facilities and construction.

### **JOB STATEMENT**

Under the supervision of the executive director, the facilities and construction director is responsible for managing the development and construction phases on projects including both pavement & facilities at the Salina Regional Airport and Salina Airport Industrial Center. The facilities and construction director will have a high skill level utilizing AutoCAD and working with building and pavement construction plans and drawings. In this capacity, the facilities and construction director will coordinate projects and maintain effective working relationships with tenants, co-workers, the public, contractors, and regulatory agencies. The position will work closely with the manager of operations that oversees a staff of ten maintenance, ARFF, and operations personnel and the director of administration and finance that handles tenant lease agreements, project budgets, financing and contract administration.

### **ESSENTIAL FUNCTIONS**

#### **– Salina Regional Airport**

1. Keep current the ALP, Marking and Sign Plan, Gate Access Plan, Runway and Taxiway diagram and other applicable airport/industrial center drawings and reference sheets using AutoCAD.
2. Develop and maintain a pavement maintenance program.
3. Update & maintain staff plans & drawings for airport informational reference.
4. Develop site plans and drawings for future develop projects, lease exhibits, construction projects, guidance maps, and prospect packages.
5. Maintain accurate data for SLN in all flight information sources including: AFD, TERPS, sectionals, flight charts and web-based sites.

6. Oversee and manage contractors on all airport construction projects and work with ATC, FBOs, airlines and tenants on airfield construction that could impact normal operations.
7. Implementation and monitoring of safety precautions used in airport maintenance and construction.
8. Knowledge and ability to read and enter NOTAMs related to airfield construction.
9. Understanding of federal rules and regulations affecting airport operations during construction including the review and ensure adherence to all applicable FAA advisory circulars.
10. Assist the director of administration and finance on quarterly FAA project performance reports.
11. Prepares and maintains budgets, forecasts, and independent estimates of construction costs.
12. Maintain the airport's fuel farm infrastructure and ensure compliance with KDHE, FAA, DoD and FBO requirements related to inventory control, leak detection and all applicable rules and regulations.
13. Maintain and manage the airport's hangar fire suppression systems.
14. Work with property insurer to implement measures to protect airport property from damage from fire or other perils.
15. Perform & schedule maintenance on the precision approach path indicator (PAPI)

**– Airport and Airport Industrial Center**

1. Plan and oversee the maintenance of all Airport and Industrial Center buildings and land with considerable knowledge in building mechanical systems including HVAC, plumbing, overhead doors, and electrical systems.
2. Plan and oversee projects involving the integrity of pavements, landscaping, and structural elements of facilities including roofing systems.
3. Develop and oversee plan for maintaining the Airport Industrial Center's 1,000+/-' rail spur.
4. Understand required maintenance responsibilities as per tenant agreements.
5. Ensure adequate building security and oversee inspections.
6. Provide for the integrity of the Best Lock security key system.
7. Develop relationships with vendors and contractors.
8. Provide recommendations and budgetary data on the maintenance and repair of facility improvement and repairs.
9. Work with director of administration and finance and adhere to purchasing procedures in the acquisition of supplies and services.
10. Work with contractors and suppliers in the procurement of necessary supplies and services and approve invoices for payment following SAA policy.

**– Airport and Industrial Center Planning, Development and Construction**

1. Maintain airport ACIP data sheets.
2. Work with airport management, FAA, airport consultants and architects in the planning and development of construction and maintenance projects.
3. Review construction plans for accuracy, proper phasing, and safety.
4. Work with onsite general contractor and attend progress meetings.
5. Develop and manage the SPCC and SWPPP plans to ensure compliance with KDHE and EPA regulations.
6. Work with the city director of utilities on the management of the former Schilling Air Force Base environmental cleanup project.

– **General**

1. Work effectively with multiple agencies including but not limited to emergency management, FAA, TSA, and other local, state and federal government agencies.
2. Engage in modern principles and practices involving contractor supervision and management.
3. Ability to actively pursue and develop new ideas, methods and procedures to meet changing situations.
4. Actively develop and participate in team building and staff development within the organization.
5. Professional development through AAAE or applicable resource organizations.
6. Work with executive director, and administration and finance director in project planning.
7. Develop a relationship and work closely with FAA Airports Division.
8. Ability to communicate effectively orally and in writing.
9. Prepare weekly reports and status updates for manager's meetings.
10. Prepare reports for monthly Board of Directors meetings.
11. Ability to multi-task and manage several projects effectively.
12. Work with and develop relationships with airport tenants and understand operational needs.

**-Community Image**

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

**JOB SPECIFICATIONS**

1. Bachelor's degree from an accredited college or university with major coursework in civil engineering, construction management, airport management or related field. Experience in the above fields will also be considered in lieu of a degree.
2. 3-5 years progressively responsible airport and/or engineering experience.
3. Considerable knowledge of FAA AIP construction policies and procedures.
4. Ability to communicate information and ideas in writing and through oral expression so others will understand.
5. Must be self-motivated and have the ability to work with a great deal of autonomy.
6. Proficient in AutoCAD and Microsoft Excel a must.
7. Knowledge and/or ability to use Windows based personal computers using program applications such as Microsoft Word, Access, PowerPoint, Outlook, SharePoint and OneNote.