



City of Pittsfield

Job Description

Position Title:	Assistant Airport Manager	Grade Level:	Grade 91
Department:	Pittsfield Municipal Airport	Union/Non-Union:	Non-union/Non-exempt
Reports to:	Airport Manager	Date Prepared:	09/2017

Job purpose

Under the supervision of the Airport Manager, the Assistant Airport Manager shall perform office administration duties that include security badging, budgeting, payroll, purchasing, submission of required documentation, and occasional operational management of all functions of a municipal airport. The incumbent may periodically assist with various Airport projects as deemed necessary or assigned. The Assistant Manager shall act in place of the Airport Manager during their absence and at such times and under such conditions as the Airport Commission may direct.

Duties and responsibilities

1. Performs Airport office administration duties that include security badging, budgeting, payroll, purchasing, submission of required documentation and other assigned administrative duties by the Airport Manager.
2. Assists with airport operations inspections, reporting, and corrective maintenance.
3. When acting in place of the Airport Manager, the Assistant Manager shall be responsible to said commission for the proper maintenance and operation of such airport and of all facilities under their supervision.
4. Operates motorized equipment up to and in excess of 40,000 pounds GVW, plus construction equipment.
5. In the absence of the Airport Inspector(s), manages and conducts ongoing inspections of airfield operations and facilities in compliance with Federal Aviation Administration (FAA) Orders, Directives, Advisory Circulars, State and Local law and policies. Interprets and applies all information from Advisory Circulars.
6. Ensures safety of Airport for aviation users by observing runway, taxiway, aprons, weather and airfield conditions; issues accurate and timely Airport Condition Reports, including, but not limited to NOTAMs (Notices to Airmen).
7. First responder to aircraft alerts, accidents, incidents, emergencies and hazardous materials, with coordination of mutual aid agencies.
8. Maintains the Airport badging system; issues new and renewal badges as well as maintains the security of badging system and multiple safety checks throughout the Airport.
9. Provides customer service to Airport users and Airport community; inspects terminal/administrative building for maintenance items and performs terminal maintenance repairs; troubleshoots systems. Secures terminal by inspecting and repairing all access points.
10. Coordinates and implements plans for snow emergencies and other operational contingencies.
11. Responsible for and conducts all snow removal activities and operations as well as directs Airport inspector and contracted employees on snow removal and issues NOTAMs.
12. Works with and directs contractors in airport construction projects, maintenance of utility systems and related buildings and structures.
13. Purchases supplies, materials, parts and equipment as directed by the Airport Manager for the maintenance and operations of the Airport.
14. Attends regular and scheduled meetings with tenants, stakeholders, FAA, MassDOT Aeronautics and City Officials in the absence of the Airport Manager.
15. Perform related work and duties as assigned and/or required by the Airport Manager.

Qualifications

1. High school education or equivalent. College degree is preferred.
2. Must obtain a MassDOT Aeronautics Airport Manager's License within 6 months of employment.
3. Two years of experience of airport office administration duties that include security badging, budgeting, payroll, purchasing, submission of required FAA and MassDOT Aeronautics documentation and other assigned administrative duties.
4. Certified Member or Airport Certified Employee of the American Association of Airport Executives (AAAE) preferred. Airport Certified Employee by AAAE preferred.
5. Valid Class B Commercial Driver's License with Air Brake endorsement and a valid 2B Hoisting Engineer license suitable for applicable equipment use in the Commonwealth. Class A Commercial Driver's License is preferred.
6. Two years of acceptable experience (preferably airport experience) in, airport snow removal operations, operating heavy equipment such as dump trucks, loaders, backhoes, bulldozers, tree removal equipment, trailers, or other construction and agricultural equipment of a type to be used in the performance of tasks assigned.
7. Ability to meet Pittsfield Municipal Airport and FAA standards for conducting day and night airfield inspections, reporting, NOTAM's, and conduct inspections and reporting on a regular recurring basis.
8. Ability to operate two-way radio communications equipment in an airport operating environment.
9. Working knowledge of motorized construction and agriculture equipment operation, maintenance, accessory tools, capabilities and limitations.
10. Considerable knowledge of hazardous and safety precautions in operating equipment in this class.
11. Ability to comply with oral and written instructions frequently of a technical nature.

Working conditions

Incumbent may be required to work at any time during the 24-hour day to respond to weather-related or emergency needs. Incumbent may be required to work in inclement weather; occasional evening and weekend work may be required.

Physical requirements

Ability and agility to climb ladders and enter confined spaces; walk long distance over uneven terrain; lift fifty (50) pounds from ground level to chest height in standing position; work in an aircraft operating environment; and work outdoors in all seasons.

Direct reports

Airport Inspector

Approved by:	<i>Michael Taylor, Director of Personnel Gloria Bouillon, Airport Manager Pittsfield Municipal Airport Commission</i>
Date approved:	<i>September 12, 2017</i>
Reviewed:	<i>September 12, 2017</i>