



CITY OF AVON PARK JOB DESCRIPTION

JOB TITLE: **AIRPORT MANAGER**

EXEMPT:	NO	DIVISION:	
SALARY:	\$45,000-50,000 DOE/DOQ	DEPARTMENT:	
SHIFT:	Days	COST CENTER:	402 0542 542 12
LOCATION:	Avon Park Airport	POSITION:	Airport Manager
REPORTS TO:	City Manager		
PREPARED BY:	Human Resources	DATE:	11-16-2020
APPROVED BY:	City Manager	DATE:	11-16-2020

NATURE OF WORK:

The Airport Manager will oversee, plan, and direct all aspects of the airport business, security, and facilities to ensure the safety and efficiency of day-to-day activities of the airport in accordance with all applicable laws, rules, regulations, and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the daily operation and administration of the Airport facility, which includes planning and organization to ensure safe and efficient operations;
- Manages the Airport operations; monitors expenditures to stay within budget; conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections;
- Participates in the study, modification, formulation, and updates of the Airport Master Plan;
- Promotes the Airport development through marketing activities to maintain existing tenant base as well as to attract and build the tenant base through ongoing development of the Airport;
- Oversees and participates in the preparation and monitoring of grant applications and progress reports; serves as the liaison between federal and state regulatory agencies to ensure Avon Park Executive Airport obtains maximum grant funding;
- Develops and implements short range and long-range maintenance care schedules/plans for the airport facilities including grounds and equipment; assists with long-range plans for renovations of existing facilities and construction of future facilities;
- Interprets and enforces federal, state, county and local rules and regulations governing the Airport;
- Interacts with airport tenants, the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Florida Department of Transportation (FOOT), and City and County agencies regarding Airport projects.
- Negotiates and administers lease and agreements with the Airport tenants;
- Responds to the public and City officials on noise and other related airport issues;
- Represents the City and the Airport to outside organizations, community groups, customers and other governmental agencies;
- Provides effective leadership positioning the City of Avon Park to meet the community's current and future Airport needs through appropriate technologies and services;
- Coordinates Airport activities with other City departments to ensure effective working relationships;
- Provides input into selection criteria for consultants and contractors; reviews and develops requests for proposals and requests for bids; recommends selection of consultants; works with

city attorney preparing agreements and contracts; oversees and coordinates work performed by contracted service providers;

- Responds to and investigates inquiries, complaints, and requests for information and services from citizens regarding airport issues;
- Ensures terminal building and surrounding grounds are safe, clean, and organized;
- Performs light maintenance and grounds upkeep to terminal building and area;
- Remains aware of any airport security issues/breaches and promptly reports same to supervisor and/or law enforcement;
- Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS:

- Valid Florida Driver's License
- FAA rated pilot preferred

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to organize and prioritize
- Knowledge of federal, state and local laws, regulations, rules and ordinances related to aviation operations
- Excellent communication skills

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from a regionally accredited college or university in Airport Management, Business/Public Administration, or related field
- Minimum four (4) years' in airport management experience
- Must possess or ability to obtain Basic Airport Safety and Operations Specialist School certification within one (1) year of hire date

PHYSICAL DEMANDS:

- Ability to wear PPE (personal protective equipment) such as ear protection, safety glasses, gloves, high visibility clothing when required for tarmac activity

WORK ENVIRONMENT:

- The work environment is at an airport with duties both indoor and outdoor
- Must be able to withstand various outdoor weather conditions and temperature ranges

Employment Applications for the City of Avon Park must be filled out in entirety.
Applications can be found at www.avonpark.cc

The City of Avon Park is an Equal Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.