

TOWN OF STEVENSVILLE
AIRPORT POSITION DESCRIPTION

Position Title: Airport Director
Department: Airport
Date: 02/04/2015

GENERAL PURPOSE

Manages the day to day operation and maintenance of the Stevensville Airport

DUTIES AND RESPONSIBILITIES

Assist the Mayor in the development of the airport's annual operating and capital budget for presentation to the Town Council for approval.

The Airport Manager is the liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations.

Attends the Airport Board monthly meeting, Town Council meetings, Public Hearings, prepares and presents a monthly report to the Airport Board and Town Council.

Coordinates Airport safety, working with the FAA and the local Fire Departments.

Communicates with local residents, the media as directed by the Mayor and Airport Users regarding Airport activities and safety concerns.

Attends annual Town of Stevensville budget meetings as needed to develop the Airport budget.

Coordinate Airport space leasing for hangar development as well as tie-downs.

Measure and layout new lots to lease per the ALP.

Supervise the development of new hangars to completion.

Answer all inquiries regarding aircraft storage, lease agreements and Airport fees.

Coordinate the placement of summer firefighting operations and equipment.

Attend Aviation Conferences and Seminars to attain information for Airport improvement and general operations.

Issue and cancel all NOTAMS as to Airport Conditions.

Adopted by Council 02/04/2015
Revised:

Work with the Airport Engineer/Consultant, the Town of Stevensville and the Airport Board to secure grants or loans for Airport maintenance and improvements.

Work with the Airport Engineer/Consultant and contractors on improvements as well as maintenance projects to completion.

Perform a monthly check list as to FAA guidelines and correct all deficiencies.

Perform all general maintenance such as:

- Repairing tie-downs
- Spraying weeds on the aprons, taxi-lanes, taxi-ways and runway sides
- Remove gophers/moles from areas that require mowing
- Maintain Porta-Potty and arrange servicing
- Inspect and clean all drainage ducts and culverts
- Repair lighting for the runway, beacon, windsock, PAPI and fuel station
- Maintain all signage and reflectors
- Purchase and install new windsocks as required

Regulate the usage and maintain the Airport Courtesy Car.

Coordinate the snow removal operations as well as maintain the plow and broom.

Coordinate grass mowing and maintain mowers.

Coordinate the removal of Wildlife inside the Airport perimeter fence.

Maintain the wildlife fence.

Maintain the Airport water system.

Works with the lease holders to maintain the grass around their hangars.

WORK ENVIRONMENT

The Airport Manager can expect to work, in a field office environment, outdoors, in every form of weather that may be present at the Stevensville Airport. May operation of snow removal equipment, grass cutting equipment, powered sweepers, work around aircraft in all modes of operation or maintenance.

DESIRED MINIMUM QUALIFICATIONS

Must be reliable and conscientious.

Basic knowledge of aviation principles, radio/navigation systems, general airport operations and applicable Federal, State and County Regulations.

Airport systems including pavements, electrical systems, lighting and communications systems.

Safe operating procedures required around aircraft and on airports.

Knowledgeable regarding the Airport Certification Manual, Airport Security Program, Airport minimum Standards, Airport Rules and Regulations, FAA advisory circulars, Federal Aviation Regulations, NOTAMS

Experience with Aircraft fueling systems, safety precautions and maintenance, including on site tank refueling procedures.

Ability to operate and maintain Airport maintenance equipment.

Ability to work independently with little supervision.

Ability to communicate effectively in written and verbal formats.

Ability to deal tactfully with the public.

Ability and willingness to work flexible hours and in adverse weather conditions.

Willingness to be "on-call" and report as needed.

Ability to manage multiple tasks and effectively handle stressful situations.

Valid Montana Driver's license and have reliable transportation.

Aircraft pilot license preferred ~~is a positive attribute.~~

High School Diploma or equivalent.

Experience in management and/or airport operations preferred.

Employee: _____

Date: _____

Supervisor: _____

Date: _____