Director of Operations and Maintenance

General Statement of Duties

Coordinates and administers all phases of airport operations and airfield maintenance; performs directly related work as required. The work is performed under the direct supervision of the Director of Airports but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees in Airport Operations. The nature of the work performed requires that an employee in this position establishes and maintains effective working relationships with Federal and State officials, law enforcement officials, community business leaders and the public. The principal duties of this position are performed in a general office environment. Starting salary range $75,000 to $85,000 per year, depending on qualifications and experience.

Essential Work

- Develops and ensures implementation of procedures and policies for day-to-day Airport security, safety, operations, and maintenance activities;

- Develops and updates projects and airport grounds maintenance schedule for airfield pavement, safety areas, parking lots, service roads, airport properties and operating requirements;

- Coordinates and assigns field and operations projects;

- Prepares performance evaluations of Operation personnel and department supervisors;

- Monitors update of Airport Security Plan document and writes policy and procedure directives;

- Provides Director of Airports with status reports on Airport Operations and pending projects;

- Develops and coordinates airport environmental programs;

- Ensures that airport operations adhere to environmental regulations and standards;

- Chairs Airport Operations Tenant meetings to discuss airport projects, security and safety issues, including all related policies and procedures;

- Conducts and participates in meetings to coordinate emergency planning and security, special events and airport development and construction to coordinate safety and security requirements;

- Monitors airport safety and security procedures and policies with tenants and users;

- Prepares recommended operating and capital budget for operating Departments;

- Monitors Airport fire and rescue functions;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the position.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of Airport operations, policies and procedures;
- Thorough knowledge of the principles of supervision, management and administration;
- Thorough knowledge of Federal, State and local Airport safety and security regulations;
- Thorough knowledge of the principles of budget preparation;
- Ability to coordinate and prepare equipment specifications;
- Ability to coordinate long term planning efforts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Airport Management, Business Administration, Engineering or a related field; and
- Considerable experience in airport management and operations; or
- Any equivalent combination of experience and training, 3-5 years, which provides the knowledge, skills and abilities necessary to perform the work.
- Pilot license preferred.

Required Special Qualifications

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen;
- Ability to pass a background check;
- Possession of a valid Illinois driver's license.