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**JOB TITLE: AIRFIELD MANAGER**  
**DIVISION: MAINTENANCE**  
**RESPONSIBILITY CENTER: TBD**

**JOB CODE: AIRFMGR**  
**FLSA STATUS: EXEMPT**

**GENERAL FUNCTION:**

Under the policy and administrative direction of the Director of Maintenance, is responsible for day-to-day recurring maintenance, non-recurring maintenance, and long-range programs for maintenance of all LRAA grounds, pavement structures, equipment and vehicles. Provides direct supervision to supervisors assigned to airfield maintenance including (grounds, vehicle, and airfield electrical). Establishes work standards and priorities. Ensures adherence and compliance to SOP's, policies, and regulations. Implements, through supervisors, workplace improvements for better utilization, and productivity of personnel. Assist Safety Coordinator with formulation of policies and programs promoting safety of personnel and ensures departmental compliance with such programs. Provides and or recommends appropriate resources (equipment, supplies, tools, and personnel) to efficiently accomplish departmental and Authority goals. Coordinates work activities and projects with other Authority departments, outside agencies, airlines, contractors, airlines and tenants ensuring continuous operational capability of all Airport Authority grounds, airfield lighting and vehicles.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assigns and directs the work activities of all Airfield Maintenance supervisors and assigned employees. Assists in the recruiting, screening, interviewing, selecting and training of new hires. Monitors staff performance and effectively recommends resolution of employee relations problems. Develops training programs for staff for proper and safe operation of vehicles and equipment.
2. Assists the Director in the formulation of capital and operational budgets. Secures price quotes and prepares bid specifications for equipment and capital projects
3. Reviews requests for services and ensures timely response and follow-up, determines whether problems can be resolved in-house, assigns repair work to maintenance staff and sets priorities.
4. Meets with airport users regarding airfield/ramp area concerns or projects and handles complaints and requests from users.
5. Serves as liaison with contractors on construction and contract maintenance related projects and reviews work of contractors for conformity to standards.
6. Supervises snow removal crews and is responsible for ensuring the best possible surface for aircraft takeoff and landing in accordance with Federal Regulations. Monitors the weather conditions including the amount of snowfall, air temperature, surface temperature and related conditions to determine appropriate response to snow and ice events.
7. Monitors and inspects airfield continually to determine maintenance needs required including grass mowing, pavement repairs, crack sealing, drainage structural needs, sweeping, and weed control and pavement marking. Prioritizes identified Airfield Maintenance needs.
8. Oversees the repair and maintenance of all equipment and vehicles used in the maintenance department and the Airport Authority.
9. Oversees airfield electrical maintenance.

10. Manages employees and outside contractors responsible for repairing, modifying, and maintaining airport grounds, pavement structures, security fence lines, markings, signage, and landscape. May manage administrative and construction coordination for modernization projects within the Airfield Department and participate in design planning and review.
11. Coordinates work activities with the Facilities Manager.
12. Prepares, develops and maintains an ongoing comprehensive preventative maintenance program for all authority owned vehicles and equipment, airfield and roadway surfaces and airfield electrical systems.
13. Performs safety checks in conjunction with Airfield Supervisors, to ensure ongoing compliance with regulations such as OSHA, Part 139 and Authority policies and procedures.
14. Maintains records of time spent on jobs and provides job performance information. Manages and evaluates productivity by analyzing work order data.
15. Reviews the operation of all maintenance supervisors, ensuring compliance with all directives, regulations, and safety policies and procedures. Inspects and evaluates shop activities, making periodic and special inspections to ensure compliance with policies, regulations, safety standards, and technical publications.
16. Performs other related duties and acts on behalf of the Director of Maintenance in his absence.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbent of this job. Incumbent may be requested to perform job-related tasks other than those specifically presented in this description.

#### **COMMUNICATIONS WITH OTHERS:**

Internal: Maintains a working relationship with various departmental employees and management employees with the organization.

External: Frequent communication with vendors, tenants, contractors, and business partners.

#### **EMPLOYMENT STANDARDS:**

Licenses, certifications, or registrations required: Must possess a valid driver's license. Professional C.M. designation or AAE accreditation through American Association of Airport Executives HIGHLY desirable. Must obtain AAAE ACE airfield or airfield lighting specialist's certification within one year of hire if candidate does not already possess. Must obtain and maintain LRAA movement and non-movement area driving privileges.

Knowledge and ability: Bachelor's Degree from an accredited university in Airport Administration, Business Administration, Construction, Engineering, or a closely related field. Completion of technical specialty programs of 18 months to three years in maintenance, or a closely related field. Knowledge of FAA Part 139 regulations

Experience: A minimum of ten years of responsible experience in airfield maintenance at a small hub or larger commercial service airport. Additional years of the required experience may be substituted for the Bachelor's Degree on a two for one basis (two years of experience for one year's education). Must have five years supervisory experience in a maintenance or airport environment.

Responsible for performing all job duties with due regard to safety and security requirements.

Must be able to maintain a cooperative relationship with fellow employees, tenants and the public. Must conduct all duties with tact, in a firm but not argumentative manner, to be objective in all dealings with members of the public and airport tenants.

**Other Requirements:**

- Ability to organize verbal presentations and to prepare written reports and record information using computer systems.
- Ability to read and comprehend plans and blueprints.
- Ability to analyze data from a variety of sources and make decisions accordingly.
- Ability and willingness to effectively deal with diverse personalities and employee issues, including disciplinary actions.
- Must be available to work flexible schedule based on business need which may include 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> shifts, weekends, and holidays.
- Ability to effectively organize, plan and schedule work task across different disciplines and effectively communicate, confirm and implement with supervisory staff.
- Must be able to navigate throughout all areas of the LRAA, including: indoor, outdoor facilities, and uneven surfaces.
- Must be able to work in environments (with appropriate PPE) with potential exposure to inclement weather conditions, smoke, dust, noise and fumes.
- Must be able to obtain and maintain airfield driving privileges
- Must be able to communicate using a two-way radio,

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*