ONTARIO
OREGON

JOB DESCRIPTION - AIRPORT MANAGER

Full-time, exempt position - includes benefits
Salary: $4,415.16 - $5,526.11 monthly
Ontario Municipal Airport | Supervisor: City Manager

Job Summary
Responsible for the operation, administration, and maintenance of the Ontario Municipal Airport.

Primary Job Functions:

- Provides quality service to all users and clients of the airport.
- Coordinates Federal and State grant processing for airport improvement programs to maintain, repair, and expand the airport. Monitors FAA and State payments and matching funds for these programs.
- Makes recommendations for future airport development, capital improvement programs, and airport master plan updates.
- Researches grant opportunities and writes grant applications.
- Plans new infrastructure improvements for the airport, such as power, taxiways, drains, lighting, or fencing.
- Works with new hangar tenants to help them through paperwork and approvals. Manages contracts and leases involving the airport. Acts as a go-between for existing airport tenants and the City of Ontario.
- Prepares and administers the airport annual budget, including calculating costs, authorizing approved expenditures, and documenting results. Develops long term capital improvements plans.
- Coordinates with City, County, and State Planning and Zoning and Land Use for land use or acquisition on or around the airport. Coordinates with other airport managers on general procedures and schedules.
- Develops and implements ongoing operational goals and policies for the airport. Updates airport rules, regulations, and minimum standards as required. Conducts inspections to ensure compliance with City and FAA regulations.
- Manages capital improvement projects, including planning projects, issuing specifications, analyzing bids, selecting contractors, monitoring construction projects, and approving contractor payments. Acts as Quality Control Supervisor during airport construction or improvement projects. Coordinates with engineers, contractors, state or federal regulators, and other personnel involved in the project. Coordinator between various city departments during airport construction work.
- Ensures public and operational safety and security at the airport, including coordinating with City Police and Fire Departments. Coordinates air shows and special functions at the airport.
- Performs or arranges for repairs to airport lighting systems or other airport facilities. Coordinates general maintenance of the airport with other city departments and workers such as weed mowing, pavement sweeping, crack sealing, snow removal, light replacement, etc. Inspects the airport property on a regular basis.
- Maintains notam authority with the FAA and notifies the FAA of operational or safety issues at the airport appropriate for notams.

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- Acts as a City representative in matters regarding public relations and airport marketing. Works to improve the airport's visual image for good first impressions. Works with citizen groups interested in non-aviation uses of the airport. Responds to inquiries from citizens, media, or professionals regarding airport services, development, or other activities.
- Monitors activity in the tie-down areas. Develop data on usage of the airport.
- Supervises projects at the airport to ensure safe, timely, and cost-effective completion

Secondary Job Functions:

- Serves on committees and boards representing the Ontario Municipal Airport
- Attends conferences and seminars representing the Ontario Municipal Airport

Minimum Qualifications:
Knowledge and Abilities:

- Able to:
  - Use general office equipment, and word processing and spreadsheet programs.
  - Communicate effectively verbally and in writing.
  - Prepare and present accurate and reliable reports.
  - Understand and follow policies, procedures, and instructions.
  - Project costs and expenditures; coordinate numerous functions to achieve time-sensitive deadlines,
  - Maintain effective working relationships with the airport tenants, contractors, the airport committee, the City Council and other City officials, the FAA, State agencies, the general public, and numerous other entities,
  - Project the potential of the airport to prospective tenants and other interested parties

Education and Experience:

- Associate or bachelor's degree in business; or an equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job duties
- Five years of managerial experience

Certificates/Licenses Required:

- Valid driver's license
- Required to live within Ontario City limits within 6 months of employment

Supervisory/Managerial Responsibility:

- None

Desirable Qualifications:

- The knowledge and ability to make minor repairs to airport lights, fences, and other equipment
- Experience in aviation management.

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- Pilot's certificate
- Accreditation certification from the American Association of Airport Executives (AAAE)

Work Environment:

- Most of the work period occurs in usual office working conditions where the noise level in the work environment is typical of most office environments
- The noise level at the airport is typical of most small airports

Physical Requirements Necessary to Perform this Job:

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls
- The position requires mobility
- Duties involve moving materials weighing up to 50 pounds on an infrequent basis, and moving about uneven terrain at the airport

The above description covers the most significant duties performed but does not include other related occasional work.

Non-Discrimination Policy
The City of Ontario will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

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