

PORT OF BREMERTON
Position Description
Airport Manager

POSITION SUMMARY:

The incumbent is responsible for management activities and direct supervision of personnel to ensure the quality function, maintenance, and security of Bremerton National Airport, industrial properties and infrastructure.

Plan, organize, direct and control all activities of the airport maintenance department and large and small works contract administration as they relate to the airport, industrial properties and equipment maintenance. Provide technical advice and service to other Port departments as appropriate. Assure the efficient and effective utilization of departmental personnel, funds, materials, facilities and time. Accomplish short-term, preventative, and long-range facility maintenance planning. Implement and maintain sound organizational operations to assure optimum service to the Port and the public.

DUTIES & RESPONSIBILITIES

The Airport Manager reports to the Director of Operations, with activities reviewed for adequacy of professional judgment, compliance with policies and achievements consistent with Port's goals and objectives. Operate with appreciable latitude for independent action and decisions, commensurate with demonstrated ability in keeping with Port policy. Decisions could have major impact on public safety, legal liabilities, costs and employee motivation.

Accountable for the efficient and effective performance of departmental employees who range from semi-skilled to highly skilled maintenance workers.

Responsible for the proper operation, maintenance, and repair of Bremerton National Airport, Olympic View Industrial/Business Parks, equipment fleet and other infrastructure and equipment as assigned.

Close working relationship required with all Port departments, assigned maintenance personnel, and Port tenants. Requires resolving conflicts and otherwise maintaining harmonious relationships in dealing through the organization and with the public for the purpose of ensuring that departmental efforts are effectively directed toward achieving the common Port goals. Responsible for applying knowledge of modern engineering design, systems, methods, practices and equipment utilized in construction, maintenance and design, and of sound airport management and administrative principles and techniques.

TYPICAL DUTIES:

1. Ensures the Airport operating rules and governing policies maximize safety considerations, and that proper and adequate training are provided to carry out emergency procedures.
2. Participates in the overall daily inspection, operation, maintenance, and safety of the airport; including but not limited to runway, taxiways and airfield surfaces, snow and

ice removal, aeronautical aids, all lights, ground equipment, all aircraft parking, automobile parking areas; building and ground maintenance including heat, vent and air conditioning units, and any other activity which may affect public safety on a 24/7 basis.

3. Determines safety of airfield and airport, and if necessary, recommends temporary closure. Determines and recommends when to reopen following temporary closure.
4. Monitor and control performance of the department in conformance with Port policies, objectives, plans, schedules and budget, monitor variances and implement necessary corrective action. Assures competent staff through orientation, training and evaluation of employees in conformity with Port requirements, consistent with union contracts and relevant Port policies. Schedules work, approves employee leave requests and engages in employee disciplinary action and such other personnel actions to assure safe and effective operations.
5. Maintains and operates Bremerton National Airport, a federally obligated airport, consistent with FAA guidelines, inspection requirements, and grant assurances.
6. Project Management: Directs the administration of large and small works construction contracts and monitor progress. Provides reports to the Director.
7. Direct or prepare estimates, plans and specifications for small works construction projects.
8. Provide advice to Director on the administration of short term, preventive, and long term maintenance, capital improvement projects and budgets.
9. Administer an efficient and effective system to purchase, secure and utilize departmental supplies and equipment.
10. Assure that citizen complaints relation to any facility or departmental activity are investigated, resolved and reported to the Director.
11. Take action to resolve departmental operational and administrative conflicts and problems; decide alternative courses of action; interpret policies; and otherwise make the decisions that have been delegated.
12. Monitor and evaluate the progress of delegated matters.
13. Develop and recommend short range, preventative, and long range goals and budgets for the improvement and development of airport and industrial facilities.
14. Performs other duties, responsibilities, and special projects as may be required.

QUALIFICATIONS:

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

A Bachelor's degree in Business Administration, Public Administration, Airport Management or similar field of study and five years' experience in airport administration, operations, and maintenance. Accreditation through the American Association of Airport Executives is desired, or ability to achieve accreditation within

three years of employment. Knowledgeable in municipal government is desired but not mandatory.

Requires ability to plan, schedule and review the work and performance of subordinates in a manner conducive to proficient performance and high morale. Requires ability to establish and maintain effective working relationships with officials, other employees, and the general public. Requires abilities and sufficient proficiency to operate computer and related programs and spreadsheets.

Requires ability to prepare and direct preparation of reports, budgets and departmental materials and correspondence. Requires knowledge of local, state and federal laws, codes and regulations and their interrelations to public works projects.

EXPERIENCE:

Experience required includes progressively responsible duties in the area of airport operations and facility maintenance and infrastructure development. Successful supervision of maintenance work crew and knowledge of successful personnel motivation.

SPECIAL REQUIREMENTS:

Possession of valid Washington State Driver's License.

REPORTS TO: Director of Operations

SUPERVISES: Airport Facilities Maintenance Department

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the "Duties and Responsibilities" and the "Qualifications" sections of this job description. All of the qualifications and duties and responsibilities are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skill, experience and/or ability required. Some requirements may be modified to accommodate individuals with disabilities.

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities:

1. While performing the duties of this job, the employee is required to sit 2-3 hours at a time; use the hands to handle, finger, or feel objects, tools or controls.
2. Successful performance requires specific vision abilities that include close vision and the ability to adjust focus.
3. This position requires the ability to work at a high level of concentration in a fast paced, often stressful environment.

4. This position requires walking, bending, stooping and occasionally lifting loads up to approximately 25 pounds.

WORKING CONDITIONS:

Work includes both office and outdoor activities in all port settings. This management position is an “on-call” position and will involve response to work requirements at any time.

EQUAL OPPORTUNITY EMPLOYER – Americans with Disabilities Act

The Port of Bremerton is an Equal Opportunity Employer and seeks to fully comply with the Americans with Disabilities Act. Women and Minorities are encouraged to apply for position vacancies.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

TO APPLY:

A Port of Bremerton online application is required. Please visit the link provided below. You should receive an online confirmation upon successfully applying.

www.portofbremerton.org

Salary: \$68,000 - \$75,500 year. Excellent benefits and state retirement.

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the requirements listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.



Jim Rothlin
Chief Executive Officer
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