

Director of Operations and Maintenance

The Erie Regional Airport Authority (ERAA) is seeking qualified applicants to serve as the Director of Operations and Maintenance for Erie International Airport (ERI). Under the direction of the Executive Director, this leadership position is an essential role for the ERAA as the individual provides and implements policies and procedures to ensure the airport operates in compliance with all applicable rules, regulations, and requirements.

Please send resume, cover letter, references and salary history to kscharrer@erieairport.org no later than COB July 17, 2020.

DIRECTOR OF AIRFIELD OPERATIONS & MAINTENANCE

SUMMARY

Under the direction of the Executive Director, the Director of Airfield Operations and Maintenance will perform a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the ERAA Operations Department at the Erie International Airport, Tom Ridge Field.

Essential Duties and Responsibilities include the following with the understanding that other duties may be assigned on an as needed basis.

- Assure compliance of all relevant federal and state aviation regulatory agency rules and regulations per FAR Part 139 as required for FAA commercially certificated airport
- Plan, organize, administer, delegate, review and evaluate the work of staff
- Develop, maintain and coordinate the airport's Snow and Ice Control Plan
- Manage the overall monitoring of changes in field conditions which may require the issuance of NOTAMS
- Review and coordinate revision(s) to the Airport Certification Manual (ACM)
- Manage and conduct various training in the areas of radio communications, airside security and driving procedures, airfield inspection, and snow removal
- Develop, recommend, and enforce airside operational policies, regulations and procedures governing airside ground equipment and vehicle operations
- Develop and establish policies, procedures, and practices of maintenance and repair of runways, roads, and grounds.
- Develop, schedule, and monitor preventative maintenance programs
- Ensure completion of projects that are critical to the Organization and the Department
- Review the daily activities of the Department; review and evaluate all recommendations for improvements; evaluate and approve recommendations for revisions to the Department's rules, methods and polices enhanced safety and efficiency.
- Report activities or incident outcomes to the Executive Director
- Direct, coordinate, and review the investigation of complaints made by Airport tenants, the public, employees and others concerning the Departments activities; initiates remedial action when appropriate
- Create and maintain statistical information on departmental activities
- Establish and maintain relationships with all stakeholder of airport and various Departments in the oversight of FAR Part 139 compliance, maintain the Airport Operating Certificate, identify

and minimize Airport Authority liability; oversee Airfield staff duties; coordinate airfield related activities

- Manage a variety of Airside operations activities, including airport emergency response, FAA inspection, FAA Security, federal and local law enforcement policy compliance and special program implementation
- Ensure that accurate records, files, and reports are maintained for Airport Authority use; prepares a variety of reports, correspondence, policies and other written materials.
- Represent Airport Leadership in meetings with various organizations, associations' and government agencies
- Review and approve training related policies and procedures; and ensure implementation of Department and Authority/Airport-wide policies, when applicable
- Grant employee time off or leave requests, make or change employee schedules
- Manage the disciplinary process; consult with Human Resources regarding discipline, work rules, and contractual guidelines
- Assist with the development of the Department's annual budget, justify budgetary requests in oral and written form for the Executive Director
- Serve as point of contact for project development and implementation for several key airport initiatives
- Maintain continuity of the day-to-day activities of the department, continue to strengthen the department, through education, coaching and accountability

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of management principles as they relate to airport operations and maintenance
- Knowledge of Federal and State laws, and regulations, and rating applying to airport and airport use
- Knowledge of FAA and TSA regulations
- Knowledge of engineering features of airport construction, equipment and maintenance
- Ability to apply modern airport management principles to airport operations and maintenance activities
- Leadership skills and a strong work ethic
- Computer skills – basic knowledge of windows operating system, word processing, spreadsheet and database software, such as those found in the Microsoft Office Suite
- Understand and manage complex systems
- Foresight for needs and initiatives
- Effectively multi-task and prioritize
- Ability to maintain a high degree of confidentiality
- Responsible and ability to work without supervision
- Mechanical aptitude
- Project management skills and managing outside consultants
- Ability to interact with public and represent organization in competent and professional manner
- Communicate effectively in writing and verbally
- Ability and willingness to communicate and implement the Authority's mission statement
- Ability to communicate effectively with those in each department and airport tenants
- Sound judgment

- Knowledge of FAR Part 139, and all other federal, state and local airport regulations

TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in airport aviation management, business administration, public administration or related field
- Three (3) to Five (5) years' experience at a Part 139 Airport
- Preferred AAAE ACE (Airport Certification Employee) Operations Certification and/or AAAE CM (Certified Member)
- Must be able to pass a physical, security background check, and drug/alcohol screening
- A valid driver's license and a safe, acceptable driving record.