

JOB DESCRIPTION

Job Title: Airport Emergency Manager

Date: 02/01/2024

Reports to: Executive Director

FLSA: Exempt

Department: Administration

Union: Non-union

Job Summary

Under the general guidance of the Executive Director, perform work of considerable difficulty in the administration and supervision of the emergency management functions of the Airport. Directs and coordinates emergency incidents related to airport safety and security including coordination with other entities. Prepares, evaluates and updates all emergency related plans and procedures. Develops and oversees the Airport Safety Management Systems (SMS) program.

Essential Functions

- Manages the prevention, preparedness, response, recovery and/or mitigation of intentional and unintentional crises, disasters, other humanitarian emergencies, or of all hazards, natural, and manmade/technological events.
- Prepares response plans for airport terminal, offices, and other airport facilities for all potential weather events.
- Monitors, assists, and serves as the lead liaison for the Greater Rockford Airport Authority during critical incidents at the Airport. Will take the lead on conditions as they warrant and until the arrival of appropriate management. Must be resourceful and mitigate the effects of aircraft incidents, accidents, bomb threats, fires, and other emergency situations.
- Provides incident details to the Airport Public Information Officer. Fulfills PIO duties, when necessary.
- Evaluates and designs workflow, processes, various emergency plans, as related to the airport and all airport property. Independently develops, implements, and periodically reviews emergency management plans.
- Completes hazard identification and safety risk analysis.
- Develops, implements, and maintains SMS policies, processes, and procedures.
- Develops and leads the implementation of business continuity plans.
- Analyzes and reviews best practices, procedures to develop recommendations for improvement of prevention, preparedness, response, recovery and/or mitigation activities related to the airport.
- Interprets applicable laws, regulations and policies and ensures department compliance to same.

Grade: 24

- Remains knowledgeable of administrative policies of the Greater Rockford Airport Authority and communicates any updates to airport employees.
- Ensures timely and accurate information is provided to executive director.
- Performs all other work as assigned.

Required Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- Principles and practices of airport operations and design, police/fire response operations, air traffic control operations, applicable FAA Regulations, and airline operations.
- National Incident Management System (NIMS) principles, structures and processes.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and contract administration in a public agency setting.
- Principles and practices of employee supervision and management, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Techniques for representing the airport in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.
- State and Federal safety/environmental laws/regulations, and FAA requirements relating to airfield maintenance, operations, and airfield design.
- All applicable laws, codes, and regulations.

Comprehensive Skill in:

- Working with incident command structures during emergencies
- Interpreting and applying federal laws and regulations as they relate to aviation and airports.
- Using initiative and independent judgment within general policy guidelines, including explaining complex federal policies, codes, and regulations.
- Setting priorities, coordinating multiple activities, and meeting critical deadlines.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.
- Planning, organizing, supervising, reviewing, and evaluating the work of programs and staff through subordinate supervision.
- Microsoft offices programs including Word, Excel, Access, PowerPoint, and Outlook.

Ability to:

- Communicate effectively with others both orally and in writing using both technical and non-technical language both internally and for the public and media on occasion.
- Represent the airport in a professional and businesslike manner.
- Train others in policies and procedures related to the work and provide for their professional development.
- Coordinate various projects, work independently, and use good judgment.

- Establish effective working relationships with coworkers, contractors, and the public.
- Supervise and lead employees in a team environment.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines.
- Quickly learn and utilize new skills and knowledge brought about by rapidly changing information or technology.
- Multi-task, prioritize and take initiative.
- Work extended shifts or be called back in emergency situations.
- Lift occasionally 25-50# and some exposure to environment.

Acceptable Experience and Training

Graduation from a four-year college or university with a major in airport or aviation management, public or business administration, emergency management or a closely related field, and at least five years of progressively responsible operations, administration or management experience in the Aviation Industry, emergency management or related field; or, at least ten years of progressively responsible operations, administration or management experience in the Aviation Industry or related field. Other combinations of experience and education that meet the minimum requirements may be substituted. Possession of a valid driver's license authorizing operation of a motor vehicle in Illinois. Must satisfactorily meet and maintain STA and CHRC background check requirements. Must satisfactorily complete AOA driver training. Current Illinois Professional Emergency Manager (IPEM) certification preferred. Must obtain IPEM certification within one year of hire. Any combination of experience and education that meets the minimum requirements will be considered.