

JOB DESCRIPTION

JOB TITLE: Director of Operations and Maintenance

DATE: 12/10/2022

REPORTS TO: Deputy Director or Designee

FLSA: Exempt

DEPARTMENT: Administration

UNION: Non-union

Job Summary

Director of Operations and Maintenance is a management level position that reports to the Deputy Director. This position is responsible for providing direct supervision to all members of management and indirect supervision to all employees in operations and maintenance departments. Plans, organizes, and directs the day-to-day activities of all operations, maintenance, and safety functions of the Authority.

Essential Functions

- Plans, coordinates and supervises activities related to airport operations, airside and landside as well as any special Authority projects.
- Establishes and reviews performance standards, sets individual goals and objectives and measures individual performance within the department.
- Ensures goals and objectives are met; provides feedback, suggestions, and corrective actions to improve deficiencies.
- Ensures department managers follow personnel and collective bargaining agreements.
- Provides timely, written, annual performance feedback to all managers, and ensures managers provide same to their staff members.
- Develops, modifies and adheres to budgets for maintenance, operations, and capital programs.
- Ensures safe and secure operation and maintenance of the runways, taxiways, roads, grounds, and buildings.
- Ensures compliance with all laws, codes, and regulations including but not limited to FAA Part 139.
- Manages the performance and prioritization of necessary repairs, maintenance, and development and planning for the airfield and related areas.
- Establishes long-term and annual budget planning for capital improvements and day-to-day operating activities.
- Develops and recommends to the Deputy Director: plans, policies, and programs designed to improve the efficiency and effectiveness of the Departments.
- Develops and instills the department's vision, goals, and objectives within the operations and maintenance team. Trains, educates, motivates, and supervises each

employee in the department in their essential duties and responsibilities to enable successful attainment.

- Establishes and maintains effective working relationships with various airport users, tenants, and business partners as well as governmental agencies to ensure close coordination with regulatory demands.
- Monitors and performs management oversight for all major construction projects on airfield, in terminal, and all landside properties.
- Controls, maintains and establishes airport security policies and procedures in accordance with FAA and TSA regulations and the Airport Master Security Plan.
- Advises the Deputy Director on the operational and financial impact of proposed or pending legislation as it relates to airport operations, air service and cargo development.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Proven Knowledge of:

- Management principles and practices as applied to airport operations, maintenance, planning, and facility development.
- Techniques for representing the airport in meetings and negotiations with a wide variety of individuals and groups.
- Federal Aviation Administration, Transportation Security Administration, and State of Illinois regulations, laws, and requirements related to airport administration.
- Airport construction and equipment.
- Principle and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Budget development and administration.
- Must possess general knowledge of federal and state environmental compliance regulations affecting airport operations and planning.

Comprehensive Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of programs and staff through subordinate supervision.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Microsoft Office programs including Word, Excel, Access, PowerPoint and Outlook.

Ability to:

- Plan and carry out airport operations, maintenance, and development programs.
- Establish and maintain effective working relationships with public officials, airport tenants, employees, and the general public.
- Communicate effectively with others both orally and in writing using both technical and non-technical language.
- Interpret engineering and architectural drawings and specifications.

- Develop sound policies, procedures and implementation plans.
- Motivate individuals and departments to meet goals and objectives.
- 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.
- Produce written documents with clearly organized thought using proper sentence construction, punctuation, and grammar.
- Remain in sitting position for extended periods of time.

Acceptable Experience and Training

Bachelor's degree in airport or aviation administration, business administration, aeronautical or civil engineering or a related field. Seven years of progressive, high level airport management experience. 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. Any combination of experience and education that meet the minimum requirements will be considered.