



Position Title: Assistant Manager
FLSA: Exempt, Full-Time
Department: Airport
Reports to: Airport Director
Salary: Minimum - \$52,457 - Midpoint - \$65,571 - Maximum - \$78,686
Application Deadline: September 27, 2019. (Applications will be considered prior to deadline).
Location: Columbus, Indiana (within six months of beginning work, must reside in Bartholomew County or a county contiguous to Bartholomew County)

Job Summary:

The Assistant Manager is a position that reports to the Airport Director and is responsible for airside operations, including:

Essential Duties:

- As the Wildlife Hazard Coordinator, is responsible for training and mitigating wildlife hazards by conducting wildlife dispersal activities; maintaining various wildlife devices; and acquiring proper permits for wildlife depredation, etc.
- Maintains accurate airfield inspection, airport condition reporting, and wildlife mitigation records. Ensure airfield is in compliance with Airport Certification Manual and recommend changes and updates as necessary.
- Provides on-site supervision during airfield emergency and severe weather situations in the absence of the Airport Director. Assists in the coordination of and response to all emergency situations. Provides recommended changes and updates to the Airport Emergency Plan as needed.
- Ensures airport compliance with the Federal Aviation Administration Part 139. Conducts multiple daily inspections to include runways, taxiways, safety areas, ramp areas, and perimeter fence line for aesthetics, safety, security, and general conditions; take appropriate action when necessary to correct unsuitable conditions.
- Assists with the Columbus Fire Department (ARFF personnel) to ensure Part 139 Compliance.
- File appropriate NOTAMs and ensure accuracy and quickly follow up on issues.
- Acts as quality control and inventory manager in the performance of the self-fueling facility.
- Plan Administrator for the SPCC and SWPPP documentation and submittals up to Indiana Department of Environmental Management Regulations.
- Assists or Acts as Maintenance Manager when the need arises.

- Provide assistance and coordination, as necessary, with special programs and events relating to airport operations.
- Coordination of Specials Events including but not limited to Aviation Day, Military Requests for Drop Zone usage, and Civil Air Patrol National Emergency Services Academy.
- Ensure budgetary oversight on spending with the Maintenance and Operations Departments.
- Monitoring health and safety risks and hazards in the workplace and reporting all risk assessments to the Airport Director.
- Inspects and ensures corrections are made to Airport owned Part 77 Navigational Aids.
- Manages and Controls Snow and Ice Control Center during related weather events and subsequent meetings and events.
- All other duties as assigned by the Airport Director.

Qualifications:

- This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, and return-to-duty testing and follow-up testing.
- Must have or obtain a valid Indiana Driver's License and maintain at all times. Must have a good driving record, sufficient to be covered by city insurance while on duty.
- Graduation from an accredited four-year college or university with a degree in aviation management is preferred. Two to five years of experience in the aviation management field is preferred.
- Knowledge of State Board of Accounts rules and regulations in Indiana, Federal Aviation Administration and INDOT Office of Aviation is preferred.
- Working knowledge of FAA Part 139 is preferred.
- Ability to communicate orally and in writing is required.
- Comprehensive knowledge of personal computers and software packages, including specific knowledge of MS Word, MS Excel, MS PowerPoint, and electronic document management. Ability to learn and become effective in the use of the City's financial software is required.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City personnel, and the public is required.

AN EQUAL OPPORTUNITY EMPLOYER

M/F/H/V