**Class Summary**

The responsibilities of this classification include complying with FAA FAR Part 139 and all local, state, and other federal regulations. Provide leadership for operations at the airport and serving as a senior airport representative. Incumbents are designated as the point of contact for information regarding safety, security, compliance, construction and interaction with airlines, passengers, tenants, and the public.

**Distinguishing Characteristics**

This is a single level classification. Incumbents apply technical knowledge to either delegate or perform maintenance work, respond to customer questions or requests, and serves as the command post for the airport. Incumbents maintain the authority to close the airport in any event safety is compromised. This position is located at the King County International Airport.

**Examples of Duties**

1. Manages, directs, plans and organizes the functions and responsibilities associated with the safe and efficient Airport operations in compliance with operational and regulatory requirements.
2. Conducts airfield and airport facility inspections to ensure compliance with FAR Part 139 regulations in addition to local, state and other federal regulations. Records discrepancies found during inspections and arranges for immediate corrective action when warranted.
3. Activates Airport Emergency Plan when necessary.
4. Reports unsafe conditions and policy/procedure violations and takes appropriate corrective action.
5. Anticipates and identifies operational, safety and security concerns by maintaining constant surveillance and radio contact with the FAA Control Tower. Initiates and follows through on corrective actions.
6. Manages and coordinates opening/closing of taxiways or runways with airfield tenants and the FAA control tower to ensure safety of people and aircraft.
7. Responds to weather events and airport emergencies such as an accidents, bomb threats or hazardous spills.
8. Develops, implements and enforces various airport programs including but not limited to Airport Driver’s training, Wildlife Management, Environment compliance with Hazardous Spills, and Snow and Ice Control.
9. As a member of the Operations and Compliance team, participates in the functional aspects of the access control system including system monitoring, and procedures enforcement.
10. Participates in emergency exercise drills and tabletops as they relate to the Airport Emergency Plan.
11. Communicates with airline, tenant and airport personnel to resolve problems between airport customers and tenants.
12. Implements and oversees the construction safety and phasing management related to airfield projects and monitors construction site(s) for FAR Part 139 compliance, safety and security.
13. Acts as the primary point of contact for information regarding safety, security, compliance, construction and interactions with airlines, passengers and tenants, and coordinates with senior management as needed.
14. In coordination with the Airport Marketing and Business Development Manager, manages the operational aspects of aircraft tie downs, hangars and other leaseholds to include contracts, security ID badges, and keys, in addition to compliance and enforcement of lease management functions with tenants.
15. Assists in lease management functions such as compliance and enforcement.
16. Prepares statistical reports from operational data; conducts analysis of discrepancies and trends for senior management review.
17. Reviews information from the Aiport noise monitoring systems and responds to public noise complaints.
18. Maintains knowledge of relevant new legislation and changes to existing legislation, and ensures compliance with federal, state and local requirements. Advises senior airport management on necessary action.
19. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of FAA FAR Part 139, TSA 1500-series regulations and Advisory Circulars pertaining to airport operations, safety, airfield inspections, NOTAMs, airport design and emergency responses

Knowledge of airport industry standards and principles of security and access control systems

Knowledge of airfield vehicle and aircraft operating requirements

Ability to perform in stressful situations and aviation-related emergencies in a professional manner

Ability to drive and communicate in an airport environment under positive control of the Air Traffic Control Tower

Ability to prepare, read, interpret and work from drawings, plans and specifications

Ability to provide clear, concise instruction and procedures under situations of duress and the ability to prioritize project/assignments

Ability to have predictable and reliable attendance

Ability to work among aircraft noise, within construction sites, and exposure to inclement weather

Skill in communicating both verbally and in writing

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

A Bachelor’s degree with coursework in aviation management, airport operation and security or safety and previous experience working in an Airport Operations Department at a FAR Part 139 certified airport

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

NIMS Coursework IS 100, 200, 700, 800

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 8/2017 - Created |