



City of Findlay

Job Title:	Airport Director	Job Category:	EE0-1
Department/Group:	Airport	Tested	No
Exempt:	Yes	Classified:	No
Level/Salary Range:	\$50,000 - \$71,000/Annually	Position Type:	Full-Time
Appointed:	Yes	Work Hours	7:00am-4:00pm (Varies as needed)

Summary

Working under the direction of the Mayor and Safety Service Director, the incumbent is directly responsible for managing and coordinating day-to-day operations of the Findlay Municipal Airport and ensuring compliance with Local, State, and Federal Statutes and Regulations.

Job Description

SUPERVISORY RESPONSIBILITIES

The Airport Director manages all personnel assigned to the Airport. The Airport Director also acts as the City's Chief Representative to Airport Leaseholders, Contractors, and others. In that capacity, the Airport Director enforces City policy and other regulations applicable to the Airport Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instructs employees in proper methods and procedures. Checks and approves work.
- Makes recommendations regarding employee job performance.
- Conducts performance evaluations.
- Ensures the Coordination of the day-to day operations of the Airport in compliance with all applicable Federal Aviation Regulations, State Statutes, and City policy.
- Enforces and oversees lease agreements, contracts, bid documents, regulations, policies and procedures for operation, maintenance, safety and construction at the Airport.
- Monitors leasing Airport farm property.
- Directs the operation, maintenance, and security of the Airport facility pursuant to policy.
- Responds to aircraft and Airport emergencies, upon notification.
- Interacts with Law Enforcement and Federal Security Agencies.
- Develops and monitors the Airport budget.
- Maintains working relationships with FAA, State Aviation Division, OSHA, and other agencies on matters relating to the Airport.
- Explains and enforces Federal, State and Local Regulations governing use of the Airport.
- Participates in the study, modification, formulation, and updates of the Airport Master Plan.
- Manages all City-owned aircraft storage spaces (hangars, tie downs, and buildings).
- Initiates requisitions for supplies, materials, and equipment required for Airport operations.
- Oversees the training of staff in regards to equipment repair, structural maintenance, and safety procedures.
- Conveys City policy to staff and enforces safety regulations.
- Interprets specifications and job orders to staff; and assigns duties.
- Analyzes and resolves work problems; or assists workers in solving work problems.
- Recommends or initiates personnel actions, such as training, promotions, transfers, and disciplinary measures.



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- Supervises and coordinates snow removal plans for winter operation.
- Issues NOTAMS to Cleveland FSS, Toledo Approach Control and Findlay Unicom.
- Posts and distributes FAA Air Space Notices and FAA NOTAMS.
- Prepares yearly Airport reports.
- Supervises and assists in all forms of field maintenance and repair to hangars and buildings, including general maintenance of airport lighting and circuit system, and daily inspections of runways lights, airfield for obstructions and natural hazards.
- Supervisors the billing and collection of rent payment and renewal of expired leases.
- Prepares the annual operating budget and capital improvement budget.
- Prepares requests for the 5-year Capital Improvement Plan.
- Maintains expenses within budget constraints.
- Maintains depredation permit (ODNR office) and provides yearly reports to ODNR.
- Performs other duties as required.

LICENSES AND CERTIFICATIONS

- CDL within 6 months of employment
- Hazmat certification paid for by City.

EDUCATION AND/OR EXPERIENCE

- Bachelors in Aviation Management or related field is required.
- Five years' experience in airfield administration and operation.

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

- Extensive knowledge of Federal, State, and Local Regulations pertaining to airport management, safety, aircraft, aviation fueling, wildlife hazard management, security, and aircraft operations;
- Working knowledge of airport systems, including pavements, electrical systems, aviation fuel systems, heaving equipment, computerized equipment, lighting, storm water drainage, aircraft de-icing, communication systems, and aviation navigational systems;
- Ability to coordinate responses during events such as aircraft crash, disaster, security threats, and increased operations;
- Ability to plan, assign, and direct the work of airport personnel;
- Ability to resolve operational, safety, security, maintenance, and personnel issues;
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is expected to stand, walk, use hands to handle or operate objects, tools, or controls and reach with hands and arms, with reasonable accommodation. The employee must also have the ability to sit, climb or balance; stoop, kneel, crouch or crawl; talk, listen, and smell.

The employee must frequently lift and/or move up to 25 pounds. There are specific vision requirements for this job including close vision, distance vision, color vision, depth perception, and the ability to adjust focus.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; the position also requires work indoors in an office environment.

Posted Up:	July 10, 2021	Date:	August 13, 2021
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