

Employee Name:		Phone:	360-528-8074
Position Title:	Airport Sr. Manager	Grade:	P
Department:	Airport	Date:	3/1/22
Supervisor/Title:	Operations Director	FMLA Status:	Exempt
Working Title:		Emp. Status	Full Time

### Position Overview

The Airport Sr. Manager is responsible for management and operation of the Olympia Regional Airport and the New Market Industrial Campus including developing goals, objectives, plans, programs and budgets. This position works with the Facilities Maintenance Sr. Manager to manage/direct facility and grounds maintenance for the Airport and New Market Industrial Campus (including Cleanwater Centre and Airport Retail Center). The position is responsible for analyzing revenue and cost data to ensure the Port's competitive status and profitability; and for maintaining effective liaison with tenants, government agencies, the business community and the public. The position is also responsible for developing new business opportunities and negotiation of new/renewal lease agreements.

The Sr. Manager routinely engages other Port Sr. Managers and staff in support of the "One Port" philosophy of successful Port sustainability and success. The Airport Sr. Manager advises the Port Commission and Executive Director on Federal Aviation Administration (FAA) policy and regulatory matters. This is a 24/7 response obligation position.

### Essential Job Functions (Primary Duties)

The essential duties and responsibilities of this position include, but are not limited to the following:

- Coordinate with staff where and as needed to promote a positive work environment.
- Develop and administer goals, objectives, plans, programs, leases and budgets.
- Develop and implement capital budgets and programs in conformance with state, local and Federal Aviation Administration (FAA) requirements.
- Responsible for airport safety and disaster recovery program including training.
- Keep abreast of governmental legislation, environmental regulations, land-use, zoning and other items that impact the Port's regulatory authority.
- Direct available resources to optimize profitability and respond to community needs.
- Works with the Port public relations representative on Airport matters.
- Participates in activities to develop and maintain industry and customer contacts.
- Liaison with operating airlines, charter companies and other aviation and business tenants.
- Liaison with Federal Aviation Administration (FAA) including negotiating grants and contracts.
- Ensure compliance with all applicable Federal, State and municipal regulations.
- Maintain FAA Airport Certifications when applicable including training and Airport inspections.
- Airport condition reporting and NOTAM management/reporting in the NOTAM manager system.
- Promote leasable property at the Olympia Airport and the New Market Industrial Campus.
- Works closely with Port Business Development Director and staff on new business opportunities.
- Responsible for implementing applicable components of the Port's Strategic Plan.
- Additional duties as assigned.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

## **Supervisor Responsibilities**

Airport Office & Port Records Administrator  
Airport Facilities / Maintenance Supervisor (shared)

## **Accountability**

All employees are held accountable to the Port of Olympia Employee Values.

## **Minimum Qualifications (Experience / Education Required)**

- Bachelors Degree in the area of Public or Airport Administration or extensive work experience in airport management, operations, planning, engineering, or Airport business related subjects.
- Valid Washington Drivers License or ability to acquire one within 90 Days.
- 8 to10 years of management experience is highly preferred.
- AAE or CM Accreditation from American Association of Airport Executives (AAAE) preferred.
- Pilot experience preferred.
- Valid Transportation Worker Identification Card (TWIC) or ability to acquire one within 90 days.

## **Required Knowledge / Skills / Abilities**

- Extensive management-level experience in airport operations or related aviation industry field.
- Excellent communication skills, both oral and written, targeted to a variety of audiences are required.
- Demonstrated management and problem solving skills.
- Experience in developing, negotiating and managing ground & space leases.
- Ability to work effectively in teams.
- Create a teamwork atmosphere to ensure efficiency and high morale.
- Maintain good personal/business relationships with Port staff, labor, community organizations and citizens, tenants, and customers.
- Develop and maintain consensus among major stakeholders in the operations of the Port and Airport.
- Plan, negotiate, and lead.
- Moderate business travel is expected/required.
- Personal computer, Microsoft Office, NOTAM Manager, e-mail.

**Check all that Apply**

<b>Physical Requirements</b>	<b>N/A</b>	<b>Rarely ( 1-12%)</b>	<b>Occasionally ( 13-33%)</b>	<b>Frequently ( 34-66%)</b>	<b>Regularly ( 67-100%)</b>
Standing				X	
Walking				X	
Climbing		X			
Sitting				X	
Stooping / Kneeling		X			
Lift/Carry up to 15 lbs.			X		
Lift/Carry up to 30 lbs.		X			
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level		X			
Work at waist to shoulder level					X
Work above shoulder level		X			
Reach further than arm's length		X			
Fingering					X
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures		X			
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing	X				
Use/exposed to hazardous substances	X				

**Signatures:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date Title

\_\_\_\_\_  
Director (if different than Supervisor) Date Title

**\*\*Return original with signatures to Human Resources.**

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.