

City of San José
CLASS SPECIFICATION

Title: Airport Operations Manager I/II

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Deputy Director	Exempt

CLASS SUMMARY

Manages, directs, plans and organizes all functions and responsibilities associated with the safe operation of the airport's Airside/Landside/Security/Terminal operations sections. These four sections include aircraft movement and non-movement areas; emergency planning, wildlife management, noise monitoring/curfew, general aviation, airport certification; all public/employee parking facilities; ground transportation services; internal bussing operations, curbside management, security compliance, Airport badging, access control/CCTV, common use equipment, and terminal resource allocation. Coordinates with Federal, state, and Local agencies/service providers. Performs related work as required. These positions may be required to rotate between the individual sections based on operational needs.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed class which is the fifth of a five classification airport operations series. This class is responsible for management of airside, landside, security and/or terminal functions and activities and reports directly to a Deputy Director of Aviation, sharing major responsibility for ensuring the effective management of the day-to-day operations of the airport. This class differs from the lower class of Airport Operations Superintendent in that incumbents of the latter class have narrower responsibility areas within the Airside/Landside/Security/Terminal operations sections and receive supervision from the Airport Operations Manager.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Airport Operations Manager I

Bachelor's degree in aviation or closely related field AND six (6) years of experience in the aviation field, including two (2) years at the level of Airport Operations Superintendent I or higher. Aviation experience is typically gained by working for the following types of organizations: airport, airline, fixed based operator, airport related contractor, aviation related government agency or military aviation.

Airport Operations Manager II

Bachelor's degree in aviation or closely related field AND two (2) certifications from an airport industry professional organization AND eight (8) years of experience in the aviation field, including two (2) years at the level of Airport Operations Manager I.

Acceptable Substitution

Additional experience in aviation may be substituted for the bachelor's degree requirement on a year-for-year basis.

Required Licensing (such as driver's license, certifications, etc.)

- Incumbents are required to complete and pass a TSA mandated, Criminal History Records Check and a Security Threat Assessment and all other City, State or Federal requirements.
- California Drivers License.
- Obtain an Airport issued Ramp Drivers Permit and Movement Area Operating Permit within 6 months of employment.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
Knowledge of:
 - Practices and procedures of all airside, security, terminal and landside activities and functions.
 - Aviation and airport industry standards, policies, practices, standards and rules.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Current and proposed legislation as it affects airports and air transportation in general, airport security and safety, and air carrier operations; and Federal Aviation Administration, Transportation Security Administration and Public Utilities Commission decisions and regulations.
- Operations and management of a major airport.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Manages, directs, plans, organizes and coordinates the day-to-day operations of the airport.	Daily
2.	Coordinates the review and approval of construction projects and specifications as they apply to Airport Operations	As Required
3.	Makes recommendations concerning Airport Operations policies and procedures.	As Required
4.	Coordinates rescue and post-accident recovery operations.	As Required
5.	Enforces Federal, State, and local rules and regulations governing airport use.	As Required
6.	Assists in the preparation of City ordinances in support of Airport Operations.	As Required
7.	Establishes, directs, publishes and maintains standard operating procedures; directs the publication of rules and regulations governing the use of airport facilities.	As Required
8.	Acts as liaison between members of Federal agencies, air carriers, fixed base operators, airport users and the public relative to various phases of airport operations.	Daily
9.	Assists in the formulation of plans for airport and aviation development.	As Required
10.	Directs the preparation of daily inspection reports and log entries; analyzes and reviews operational and activity reports.	As Required
11.	Opens and closes airport to aircraft operations based upon conditions and safety issues.	As Required
12.	Provides customer service to the public (i.e., directing passengers, listening to and reporting complaints, etc.)	Daily
13.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

	Climbing		Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling		Pushing
X	Crouching	X	Seeing	X	Repetitive Motion

Incumbents may be subjected to fumes, poor ventilation, intense noises and working outdoors.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY Created 8/91; Rev 2/96, 8/13, Rev. 04/22; s003