

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AIRPORT MANAGER - 1118

DEFINITION:

Under direction, to be responsible for the operation, maintenance, and security of a general aviation airport; to coordinate airport capital improvement projects; to assist in long range planning of airport operations and maintenance functions; and to perform related duties.

*** EXAMPLES OF DUTIES:**

- Controls use of airport runways and facilities;
- Responds to aircraft emergencies;
- Inspects airport facilities to determine maintenance needs and user compliance with regulations;
- Recommends and develops proposals for new construction, major maintenance projects, and FAA and State of California grant acquisitions;
- Coordinates and monitors construction, installation, and maintenance projects for consistency with airport operations, FAA guidelines, and contract specifications;
- Supervises the Storm Water Pollution Prevention Program;
- Directs emergency field operations;
- Provides first aid and coordinates airport closures;
- Controls the opening and closing of the airfields;
- Researches and recommends major equipment procurement;
- Assists in the development, negotiation, and administration of major airport construction, maintenance, and service contracts;
- Recommends procedures and regulations to increase user benefits, safety, and revenues;
- Develops and administers revenue enhancement projects;
- Controls inventory of airport materials and equipment;
- Develops and administers preventive maintenance programs for airport facilities;
- Ensures compliance with FAA policies and directives, including regulations and advisory circulars;
- Reports to the National Transportation Safety Board and Federal Aviation Administration (NTSB & FAA);
- Selects, assigns, trains, and evaluates the work performance of assigned personnel;
- Interprets and explains Federal and City airport regulations to the public, facility users, and tenants;
- Prepares and monitors airport operating budgets and projects revenues;
- Conducts administrative studies related to airport operations;
- Participates in interagency aviation committees;
- Controls ground operations for special events such as air shows;
- Takes and reports weather observations;
- Prepares reports, presentations, and correspondence.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification; **OR** one year of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification, **AND** possession of a valid Private or Commercial Pilot's License/Certificate with an Instrument Rating or Military Aviator Rating; **OR** one year of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or a closely related field that would demonstrate the ability to perform the core duties required of this classification, **AND** an Associate's Degree or higher in Airport Flight Operations, Aviation Management, or a closely related field.