

HARNETT COUNTY
invites applications for the position of:



Airport Director

SALARY: \$73,305.00 - \$105,000.00 Annually

OPENING DATE: 08/15/22

CLOSING DATE: 09/14/22 05:00 PM

JOB TYPE: Full-Time Regular

DEPARTMENT: Airport

POSITION SUMMARY:

An employee in this position plans, organizes and directs the County's airport operations including airport functions, plans, operations and staffing. The Airport Director works under the administrative direction of county administration and acts as a supervisor to various classifications, and oversight of airport leases, minimum standards, rules and regulations, safety, fuel farm, primary visual aids and instrument navigation aids, airfield maintenance, airport layout plan, and other airport functions related to the operation of a general aviation airport. Harnett Regional Jetport has a Jetport Advisory Committee advises the Harnett County Board of Commissioners and the Airport Director is a significant expediter of its working and guidance needs.

DUTIES AND RESPONSIBILITIES:

- Directs department operations to achieve goals with budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Serves as the liaison between the Engineer of Record and NC Department of Transportation/Division of Aviation for airport projects and grant funding opportunities and requirements.
- Plans and organizes short-range and long-range goals with the Assistant County Manager on special projects and public activities.
- Provides managerial leadership and selects, supervises and evaluates staff. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- Provides for airport management on-call seven days a week for a variety of events including, but not limited to, crashes, accidents, declared emergencies, terrorist acts or threats, federal aviation administration or transportation security administration alerts and directives, medical or police incidents or special needs operational activities.
- Determines and plans current and potential program needs, make recommendations for present and future development and expansion of the facilities; coordinates with and apply to proper Federal, State and local agencies for finance assistance for airport development and improvements.
- Promotes economic development and business expansion at the airport and immediate environs.

- Initiates and conducts negotiation with prospective tenants and users of the airport facilities; directs the enforcement of contracts, leases, agreements, land acquisition, construction and related activities; optimizes revenues for airport by establishing new commercial enterprises.
- Establishes policies, procedures, and performance standards to assure the efficient and effective provision of airport operations are in compliance with County standards, as well as Federal Aviation Administration, NCDOT/Division of Aviation, grant assurances and other agency regulations.
- Prepares the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
- Provides planning leadership and direction and develops short- and long-range plans, goals, and objectives for airport operations. Remains current on developments in the field. Coordinates department services with other departments and governmental agencies.
- Represents the County in conferences with the Federal Aviation Administration, and the North Carolina State Department of Transportation / Division of Aviation.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Attends and coordinates Jetport Advisory Committee activities.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned. Provides excellent customer service to both internal and external customers.
- May assist with weather observations via Automated Weather Observation System (AWOS) and/or real time visual observation.
- Performs a wide variety of construction, maintenance and repair work for airport buildings, hangars, pavement, airfield lighting, security lighting, security fencing, aviation fuels storage and dispensing, as well as other facilities and grounds.
- Performs daily inspection of all airport safety-sensitive and operational areas and equipment including runway and taxiways, runway safety areas and protection zones, airfield lighting, parking aprons, hangars, terminal building, fuel storage areas and perimeter fences and gates.
- Performs duties to monitor and report security regulations, Uniform Fire Code regulations and vehicle operation and aircraft parking rules.
- Performs administrative functions both written on computer for completing and compiling daily and other inspection forms, operational record keeping, aircraft incident reports, emergency medical responses, wildlife hazard management and incidents (bird or other animal strikes), reports, correspondence , monthly billing information, collecting and the issuance of warnings.
- Receives and assists in resolving complaints or problems occurring on assigned shift.
- In case of extraordinary and emergency situations, acts as the initial contact for emergency service personnel, assisting with ensuring first aid is administered to any injured persons. Once the initial emergency situation is under control, confers with Emergency Services Director or on site incident commander for follow-up to ensure life and property are protected.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

MINIMUM REQUIREMENTS TO PERFORM WORK

- Bachelor's degree in Aviation Management, Business Administrations, Public Administration
- Five (5) years of executive, professional level airport management experience; OR
- Any combination of education and experience which provides the desired skills, knowledge, and ability to perform the job.
- Possession of a valid North Carolina driver's license;
- Completion and passing of the National Air Transportation Association (NATA) Professional Line Service Training (PLST) program (or complete and pass within one (1) year of hire); and
- Any additional airport management accreditation preferred but not required. (American Association of Airport Executives, ACI-ICAO Airport Management Professional Accreditation, et cetera)

KNOWLEDGE, SKILLS, and ABILITIES:

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- Thorough knowledge of practices, principles, and procedures of airport management, Federal Aviation Administration, North Carolina Department of Transportation /Division of Aviation, Occupational Safety and Health Administration, NC Department of Environmental Quality, Environmental Protection Agency and other regulations for a general aviation facility.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, grant writing, expenditure control, and recordkeeping.
- Knowledge of public contract and funding application procedures and contract negotiations.
- Knowledge of engineering design of roads, runways, taxiways, fuel installations, hangars, power systems, visual and other navigational aids, water systems and other utilities.
- Knowledge of federal grant assurances and compliance.
- Knowledge of flight zoning, aviation easements, leases, fire codes and environmental laws that apply to airports.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to meet deadlines.
- Ability to exercise judgment.
- Ability to identify alternative solutions to issues or situations.
- Ability to establish and maintain a positive image.

SUPPLEMENTAL INFORMATION:**PHYSICAL DEMANDS:**

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Must be able to perform heavy work exerting up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects; frequently requiring 30 pounds of force to move objects;

and occasionally requiring to exert up to 100 pounds of force to move objects. This work also involves the physical abilities of balancing, climbing, crawling, crouching, discriminating among odors, handling, perceiving sounds at normal speaking levels, kneeling, lifting, having manual dexterity, using mental acuity, pulling, pushing, standing, stooping, expressing ideas by the spoken word, shouting to be heard above ambient noise, and walking. An incumbent must also possess the visual acuity to analyze data and make observations.

WORK ENVIRONMENT:

The employee works under both indoor and outside environmental conditions; is exposed to significant noise and vibrations and physical conditions such as proximity to moving mechanical part and electrical current; works in high places, narrow aisles, crawl spaces, and areas which could cause claustrophobia; and has exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.harnett.org>

Position #HRJ 1747
AIRPORT DIRECTOR
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