



Airport Operations Manager

POSITION SUMMARY

Rocky Mount – Wilson Airport is currently recruiting for the Airport Operations Manager position. An employee in this class performs a variety of skilled duties associated with the safety, operations, maintenance and security of airport grounds, buildings, operational areas, facilities and equipment. Employee will work with contractors and other project managers and keep Airport Director updated with projects relating to the airport. Work closely with Airport Director in personnel, budget, administrative, and other support issues.

DUTIES AND RESPONSIBILITIES

- 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 and operational areas and equipment including runway and taxiways, airfield lighting, parking aprons, hangars, terminal building, fuel storage areas and perimeter fences and gates complying with Annual FAA Part 139 Airport Inspection requirements and coordination with
- Performs duties to monitor and report security regulations, Uniform Fire Code regulations and vehicle operation and 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 incidents (bird or other animal strikes), reports, correspondence, monthly billing information, collecting and the issuance of citations and/or warnings.
- Supervises Airport Maintenance Technicians.
- Prepares 4-week work shift schedule
- Collect data on airport operations to measure airport activity
- Preparation of reports for Airport Director
- Issue NOTAMs (Notice To Airmen)
- Assist Airport Director with airport capital improvement projects

- Implement and utilize Google sheets or other information sharing software
- Processes accounts payable invoices and submits to Finance Office for payment
- Operates an aircraft tug to tow and stow aircraft.
- Collects cash and processes credit cards for fuel and other products and services.
- Refuels aircraft from fuel tankers and the fuel farm
- Maintains fuel farm facility and conducts quality control inspections
- Receives fuel from tanker to fuel storage tank, maintaining associated logs/reports as required.
- Provides fueling services to various types of aircraft
- Assists in customer service for the use of airport facilities.
- Performs routine inspections of airport facilities to include buildings and grounds, runways and taxiways, airfield lighting and navigational aids systems
- Performs preventive, emergency equipment maintenance and minor repairs on buildings and equipment, cleaning and painting.
- Operates aviation communication radio to both give and receive information.
- Conducts airport tours.
- Assists pilot and their passengers with various needs.
- Provides excellent customer service to both internal and external customers.
- May assist with weather observations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

B.S. degree in Aviation Management or Business Administrations or a two (2) year degree in Aviation or Business Management with a minimum of five years' experience and/or training involving airport operations, building and landscape maintenance; or an equivalent combination of education, training, and experience.

Preferred Qualifications

Private or Commercial pilot's license preferred.

Special Requirements

- Possession of a valid driver's license issued by the State of North Carolina.
- Employee must be able to attend and pass the National Air Transportation Association (NATA) Professional Line Service Training (PLST) program within one (1) year from date of hire.
- Successful completion of a drug screening and criminal background check will be required as a condition of employment.

****Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and holidays.***

Knowledge, Skills, and Abilities

- Knowledge of federal rules and regulations relating to airport operations, design, and construction.
- Considerable knowledge of methods, materials and equipment related to airport systems and the various instruments related to proficient airport operation.
- Ability to set work priorities, organize duties and tasks.
- Ability to resolve complaints or problems that may occur
- Knowledge of airfield communications procedures, navigational aids, and meteorological phenomena.
- Ability to communicate clearly and effectively both orally and written.
- Ability to write reports and provide documented recommendations.
- Ability to establish and maintain effective working relationships with airport users, tenants, contractors, government agencies, County employees and the public.

SUPPLEMENTAL INFORMATION

Work Environment/ Physical Demands:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and working with explosives and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

GENERAL INFORMATION:

Rocky Mount – Wilson Airport is one of the fastest growing airports in North Carolina with approximately 30,000 operations per year. The Airport Authority has a strong partnership with Nash County, Wilson County, Edgecombe County, City of Rocky Mount and the City of Wilson along with the State of North Carolina and the FAA and as such is experiencing an exponential growth trajectory. KRWI is optimally located between North Carolina's capital city of Raleigh to the west, and one the nation's largest military installations, Seymour Johnson AFB to the south and to the east to the numerous Atlantic Ocean beaches and the Outer Banks. The Airport is also centrally located between Interstate 95, US 64 and US 264 making it a prime logistics hub.

The Authority offers a wide range of training and development opportunities, a stable career in public service with a balance of work and family life. We offer paid vacation, sick leave and holidays, State benefits including state medical, and retirement plans along with 401K and 457b supplemental investment plans. We appreciate your interest in employment opportunities with KRWI.

SALARY: \$44,000 - \$60,000 Negotiable based on work and experience level

KRWI is an Affirmative Action/Equal Employment Opportunity Employer.

KRWI participates in E-Verify to determine employment eligibility to work in the United States