



Job Title	Airport Maintenance Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	3	Job Code	15070

Class Specification – Airport Maintenance Manager

Summary Statement:	
<p>The purpose of this position is to manage the safe and efficient daily maintenance and upkeep of the Airport’s owned facilities to include the Airfield and Landside assets. Design and implement preventative maintenance programs to protect airport owned assets and create RFP’s and technical specifications for outside services. This is accomplished through the management of supervisors, employees and contractors responsible for repairing, modifying and up keeping the airport’s properties and landscape.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Managing and directing work of subordinate supervisors and staff, managing employee relations to ensure smooth operations. Design, implement and review inventory standards for the direct reporting departments quarterly.
25%	Design and implementation of policies and standard operating procedures along with creating preventative maintenance schedules for direct reporting departments.
15%	Create RFP’s and technical specifications for services and procurement to replace existing assets. Create end of life replacement programs ensuring the continued operation of the airport facilities.
10%	Preparing reports and administer the annual budgetary documents for individual maintenance departments and assist in the annual budget cycle.
5%	Participating in emergency exercises and events to include snow removal.

Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important



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presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in aviation management, public works, business administration or related field.

Experience: Five years of full-time responsible experience in facilities maintenance, airfield maintenance or a closely related field and a three years of full-time supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
Colorado Commercial, Class B	Within 1 year of start date



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Supervision Exercised: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.



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The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 21, 2019