

## CITY OF RENTON

**CLASS TITLE: AIRPORT MANAGER (AP-2072)**

### **BASIC FUNCTION:**

Under the direction of the Transportation Systems Director, plan, organize and oversee the operation, maintenance and development of the City of Renton municipal airport; assure compliance with federal, State and City requirements; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

**\*Plan, organize and oversee the day-to-day operations and maintenance of the airport; develop maintenance schedules and operating standards.**

**\*Balance conflicting demands placed on the airport by federal and state regulations, city priorities, and tenant and resident needs.**

**\*Plan, formulate and coordinate airport development and improvement projects; identify and resolve problems; develop long and short term maintenance and improvement projects; determine scope, cost and priority of projects.**

**\*Enforce airport regulations and assure compliance with a variety of City, State and federal laws and statutes related to airport operations; communicate with government and regulatory agencies to coordinate activities, resolve issues and exchange information.**

**\*Develop and implement policies and procedures related to airport operations, safety and maintenance; draft and revise airport manuals regarding emergency procedures, minimum standards and operating procedures.**

**\*Recommend changes to City Code regarding airport regulations; recommend policy and administrative action as appropriate.**

**\*Inspect airport grounds and facilities; note maintenance needs, safety hazards and other problems; initiate corrective action and follow up as appropriate.**

**\*Communicate with other City departments, airport tenants and external organizations regarding airport maintenance, development, operations, security, zoning, utilities, publicity and public relations.**

**\*Prepare and manage the annual airport budget; approve operational expenditures recommend fee schedules; direct the maintenance of financial and statistical records and reports regarding airport operations and finances.**

**\*Assess a variety of emergency situations requiring airport closure or altered operations such as bomb threats, fire, crashes and extreme weather conditions; supervise fire, crash and rescue procedures.**

**\* Promote airport use and development; determine land and building rise; prepare or compose and negotiate airport leases, contracts and agreements.**

**\*Supervise, train and evaluate the performance of assigned staff; select, counsel, discipline and terminate subordinates as needed.**

**\*Attend a variety of meetings and serve on committees related to airport issues; meet with local and regional agency representatives, other cities, business leaders and citizen groups to clarify and resolve issues, exchange information and answer questions.**

**\*Prepare a variety of written materials including leases, agreements, reports, correspondence, budgets, logs, manuals, contracts and others.**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Municipal airport operations and applicable State and federal regulations.
- Maintenance and appropriate markings for airport paved areas.
- Emergency procedures and aircraft fire fighting techniques.
- Airport land use and property management.
- Applicable laws, codes, regulations, policies and procedures.
- Lease and agreement negotiation and administration.
- Interpersonal skills using tact, patience and courtesy.
- Public relations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Record-keeping techniques.
- Modern office practices, procedures and equipment.

### **ABILITY TO:**

- Negotiate and build consensus among airport tenants, Federal and State agencies, City staff and elected representatives.
- Plan, organize and direct the operation and maintenance of a City airport.
- Plan, organize and direct continuing public relations programs.

- Formulate, coordinate and implement airport policies, projects and programs.
- Respond to and assess emergency situations and supervise appropriate actions.
- Prepare budgets, correspondence, manuals, reports, leases, agreements and other written materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Train, supervise and evaluate personnel.

**EDUCATION AND EXPERIENCE:**

Education: Any combination equivalent to: bachelor's degree in public or business administration or related field.

Experience: Three years increasingly responsible experience in airport operations. A strong emphasis on business and property management experience is required. The individual also needs to have strong negotiation and consensus building skills.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Washington State driver's license.

**WORKING CONDITIONS:**

Work is performed in an office and on the municipal airport.

*\*Denotes an essential function*

Effective Date November 2001  
Revision History: September 1993