



Position Description

<b>Job Title</b>	Airport Operator
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

This position performs a variety of duties in the maintenance and repair of the Airport, runway and taxiway surfaces, maintenance of facilities, and is also responsible for the daily operation of the airport and any assigned staff performing work at the airport.

**Supervision**

<b>Received</b>	Street Superintendent
<b>Exercised</b>	Supervises part time and seasonal employees. Manages contracted personnel such as the flight school instructor and mechanic at the airport.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Oversees and performs all airport functions including grounds and facility maintenance including snow removal. Will be on call and required to respond during off hour times as needed.
- Ensures the proper use and maintenance of equipment; acts as the lead for the airport and responds to situations requiring immediate attention.
- Performs snow removal on runways, taxiways, around hangers, terminal and parking lot. Hauls and applies de-icer as needed; Reports to Street Superintendent on conditions and status of Airport.
- Performs maintenance facilities and city/airport owned equipment as needed; updates records.
- Performs general construction including roofing, siding, shelter and garage construction; assists with building, shop and equipment maintenance as needed.
- Conduct/provide daily inspections all Airports physical properties including: Runways, taxiways, lighting systems, buildings, navigable equipment, automobile parking area, access roads, fuel farm.

- Determine capital project needs, prepare capital plans and work with BOA representatives to execute those plans.
- Make policy recommendations to best facilitate development of additional hangers at the airport.
- Serve as a liaison between aircraft owners and the leases relative to the preparation, negotiation, rates, and charges, and terms of lease agreements.
- Attend Airport Board meetings, set agenda and present report of activities at the airport.
- Responsible for notifying the FAA Flight Service Station promptly of all conditions affecting the safe use of the airport.
- Participate in Conferences and meetings of aeronautical and civic organizations for the promotion of aviation activity in the community; coordinate events on the airport grounds to showcase the airport as a community asset and develop revenue streams.
- Work with the Street Superintendent and Director of Public Works to develop and annual budget.
- Provide Aircraft tie down services.
- Assist with ground transportation, mean and lodging reservations for aviation traveling public and businesses.
- Participate in the Annual Bureau of Aeronautics annual Sponsor Program Meeting.
- Stay up to date on FAA policies of airport operations federal and state regulations/guidelines.
- Promotes the airport as a community resource. Works to recruit events and increased aviation activity to generate vibrancy.
- Works with airport stakeholders and users. Utilizes airport enthusiasts and creates team like atmosphere within the airport community to accomplish established airport and City goals.
- Reviews and coordinates revenue generating opportunities/activities for the airport.
- Ability to work on computers for purposes of reporting and communicating. Needs to be efficient in Microsoft Word, Excel
- Assists other departments as needed.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Aviation experience preferred; graduation from high school or GED equivalent and at least 3 years of experience in basic construction and maintenance including operation of heavy equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Applicable codes, ordinances and safety regulations pertaining to general construction, utilities and street maintenance, and the operation of heavy equipment.</li> <li>• The use and operation of various types of specialized equipment.</li> <li>• Department policies and procedures.</li> <li>• Grammar and math.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Direct and supervise the work of others.</li> <li>• Perform skilled maintenance operations.</li> <li>• Understand and follow oral and written instructions.</li> <li>• Work independently with minimal supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Employ precautionary measures and utilize safe work methods.</li> <li>• Recognize and avoid safety hazards.</li> <li>• Perform basic math functions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers and the general public.</li> <li>• Learn all applicable FAA policies and federal and state regulations governing airports</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Operation of heavy equipment (e.g., backhoe, frontend loaders, plow trucks, etc.)</li> <li>• Operation of light equipment (e.g., skid steer, tractors, lawn mowers, etc.)</li> <li>• Use of hand and power tools.</li> <li>• Customer Service and Interpersonal Skills</li> </ul>

### **Necessary Special Requirements**

Valid Wisconsin driver's license; Commercial Driver License (CDL) within 6 months of hire, including endorsements for air brakes, tankers and 26001 lbs (ABCDN); First Aid and CPR certification.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work will be performed both indoors and outdoors; hand-eye coordination is necessary to operate computers, tools, and various types of construction equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity; dim or bright lighting, dust, odors, noise, vibrations, smoke, toxic agents, electrical currents, heavy machinery.