

DIRECTOR OF AVIATION

DEPARTMENT : **WATERLOO REGIONAL AIRPORT**
FLSA : **EXEMPT**
CIVIL SERVICE : **EXCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional, department head position under the general direction of the Mayor, City Council and Airport Advisory Board, responsible for strategic planning, marketing and business development, project management, staff leadership and business analysis/strategy development for the Waterloo Regional Airport. Supervises and coordinates the work of maintenance and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Plans, directs and inspects the overall operations, maintenance and development of the Waterloo Regional Airport to assure compliance with all local, State and Federal regulations pertaining to FAR Part 139 airports and associated Transportation Security Administration regulations.
2. Accountable for the strategic leadership and effective operation of the Airport requiring innovation with the capability to formulate long-term, successful strategies to ensure public safety, economic viability and long-term growth.
3. Administers professional contracts for engineering, legal, marketing, tenant leases and audit procedures for the Airport; negotiates leases with airlines and other Airport users.
4. Actively pursues business development opportunities through collaboration and marketing and in coordination with local and regional economic development initiatives.
5. Oversees the long-range master plan for the Airport, anticipates future needs and develops solutions to improve effectiveness; directs Airport development and plans for future expansion and works with the engineering staff engaged in design and construction of facilities.
6. Develops annual and long-range Airport operating and CIP budgets and analyzes and interprets financial reports; administers department purchasing, vendor contracts, expenditures and revenues.
7. Develops and administers internal Airport policies, rules and regulations.
8. Investigates and responds to inquiries and complaints made by patrons in a courteous and timely manner or directs complainant to someone who can help them.
9. Hires, trains, supervises, directs and evaluates clerical and maintenance staff and reviews all personnel actions; administers collective bargaining agreement as it pertains to Airport maintenance employees.
10. Oversees the day-to-day physical operations of the Waterloo Regional Airport facilities and coordinates with City Maintenance and/or designers, architects and engineers involved with renovation, building projects and development of new areas.
11. Attends City Council, Airport Board or other meetings relating to Airport issues and performs research and makes recommendations as needed.
12. Serves as liaison with the FAA, in particular with federal aid for Airport development;

complies with all FAA, TSA, local, State and Federal rules and regulations governing airports.

13. Meets with individuals, civic clubs, social groups and other organizations to speak on matters pertaining to Airport facilities and to promote and market usage.
14. Compiles reports, performs data entry and completes forms on personal computer using Microsoft Office, including Word, Excel, PowerPoint, Access and Outlook.
15. Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in the aviation industry.
16. Works independently and with others with limited supervision.
17. Answers questions from and establishes and maintains effective working relationships with airlines, air carrier personnel, fixed-base operators, Federal agencies, other City employees, City Council, Mayor, Airport Board members, the media and the public.
18. Regular attendance on the job and at the work site is required.
19. Performs all work duties and activities in accordance with OSHA, City and Airport policies, procedures and safety practices.
20. Performs other duties as assigned by Mayor and City Council.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of aviation trends, applications, organization priorities and community and regional air service needs.
2. Knowledge of techniques and principles of airport management.

3. Comprehensive understanding of airport finances, operations and marketing.
4. Working knowledge of FARs and TSARs; working knowledge of GIS.
5. Ability to coordinate, direct and review the activities of personnel involved in the management and maintenance of a regional airport.
6. Ability to make decisions, solve problems and develop projects.
7. Comprehensive knowledge of municipal budgeting principles.
8. Ability to write, review, interpret and negotiate contracts, grants and leases and make decisions and recommendations regarding contracts following City guidelines.
9. Ability to make oral presentations to the Council, Airport Board, civic and citizen groups.
10. Ability to promote and market Waterloo Regional Airport.
11. Ability to interview, select, train, supervise and evaluate staff and resolve complaints, conflicts and problems with staff and the public.
12. Ability to develop rules, policies, regulations, programs and budget for the department.
13. Ability to occasionally operate snowplow, snow blower, end loader, large truck and tractor during snow emergencies; ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
14. Ability to keep accurate and thorough records.
15. Ability to work independently with minimum supervision.

16. Ability to communicate clearly and concisely orally and in writing, analyze and interpret data, review materials on a variety of Airport issues, give recommendations, review operating and financial statements and administrative reports and respond to questions and concerns from elected officials, the media and the public tactfully and in a clear, concise and easily understandable manner.
17. Knowledge of occupational hazards and safety procedures associated with airport management operations.
18. Ability to establish and maintain effective working relationships with Airport Board, elected officials, the media, other government jurisdictions, staff and the public.
19. Ability to work with diverse groups of people from a broad variety of social, economic, racial, educational, ethnic and cultural backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with a Bachelor's Degree in airport operations management, business administration, public administration or closely related field and minimum five years progressively more responsible management experience at a FAR Part 139 airport

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Extensive airside work or comparable aviation experience.
3. Prefer experience in financial management, lease negotiations and public relations/marketing.
3. Prefer pilot's license or military equivalent and AAE Certification.

4. Current driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be allowed to drive a City vehicle: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without reasonable accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with staff, supervisors, Board members, civic and citizen groups and the public in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle and

airport maintenance equipment safely, attend a variety of civic and community functions and meetings relating to the Airport and move from one Airport building to another.

3. Sufficient depth perception and peripheral vision to operate and move safely around equipment.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

3. Must submit to and successfully pass panel interview and subsequent interview(s) by the

Mayor or his designee(s).

WORK SCHEDULE

Will generally work Monday-Friday, 8:00 a.m.-5:00 p.m. but must be available for City Council meetings, Airport Board meetings, Airport development meetings or other department or City activities that require attendance of the Director of Aviation. Will occasionally travel out-of-State for meetings or conferences. Will occasionally assist maintenance staff during snow emergencies.

**Minority, female & disabled candidates are encouraged to apply.
A.A./E.E.O.**

DIRECTOR OF AVIATION DESCRIPTION 14 August 2014