



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
AIRPORT OPERATIONS & MAINTENANCE SUPERVISOR

Pay Grade: 68 Pay Range: \$23.45 to \$32.82 hourly DOE plus benefits

FSLA Status: Exempt (not eligible for overtime)

Qualifications: Experience equivalent to three (3) years full time civilian or military airport management, operations, security or maintenance. A Bachelor's Degree in Business Administration, Aviation Management, and Public Administration, Finance or related degree program may substitute for two (2) years of the required experience. Experience with fixed base operations preferred but not required. Candidate of choice must pass a 10-year security background investigation, pre-employment drug test, and driver's record check. Must possess and maintain a valid Arizona Driver's License or obtain within 30 days of hire. A.A.A.E. C.M. or A.C.E. – Operations or Security certification preferred or ability to attain within two years of hire.

Tasks: Under limited supervision, assists the Airport Manager in the development, operation and maintenance of Prescott Municipal Airport/Ernest A. Love Field, a non-primary commercial service airport with extensive fixed wing and helicopter flight training activity, in accordance with established policies and procedures. Assists the Airport Manager in the preparation of the annual Airport operating and capital budgets, long-range planning, CIP projects, public relations, employee evaluations and work schedules, conduct employee training and certification programs. Develops and maintains the Airport Emergency Plan, Airport Security Plan, Snow Removal Plan, Wildlife Hazard Plan, Noise Abatement Program, and Airport Certification Manual; coordinates emergency response and emergency response training with the Fire and Police Departments, Department of Homeland Security and Airport staff.

Supervises the daily operations and maintenance activities of the Airport, including inspection of the field in accordance with FAR Part 139 and TSAR 1542, provisions of security and emergency response programs; acts as Alternate Airport Security Coordinator; develops, recommends and implements operating policies and procedures and ensures that staff is thoroughly trained in current, new or enhanced procedures. Schedules routine and preventive maintenance with a minimum disruption of normal flight activities; reviews plans and specifications for construction projects, monitors the work of contractors on projects; issues NOTAMs; responds to airport incidents after-hours, weekends and holidays as needed.

Knowledge, Skills, and Other Characteristics:

- Knowledge of Federal, State, and City rules, regulations, policies, procedures, codes, and ordinances related to airport operations, security and maintenance.
- Knowledge of Federal Aviation Regulations regarding the operation and maintenance of Part 139-certificated airports.
- Knowledge of Transportation Security Administration Regulations regarding airport security under TSAR Part 1542.
- Knowledge of supervisory methods and techniques.
- Knowledge of airport emergency and security response policies, procedures and practices.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in airport operations, facilities and equipment maintenance.
- Skill in motivating, communicating with and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Skill in written and oral communications in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to operate required equipment and City vehicles as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone and radios.

Applicant must be free from mental disorders which would interfere with performance of duties as described.

Applications must be received by 5:00 P.M. July 26, 2013

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928-777-1315 800-748-6205 TDD 928-777-1100 Fax: 928-777-1213

Email: hr@prescott-az.gov **Visit our website at** www.cityofprescott.net **Job Hotline:** 928-777-1280

Posted: June 26, 2013

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.