

ASSISTANT AIRPORT OPERATIONS MANAGER

Location: Delaware Airpark, Dover, DE

\$68,100 to \$82,000 annualized (Grade J)
(Position and Salary commensurate with experience and skills)

Opening Date: October 20, 2023

Closing Date: November 20, 2023

I. POSITION SUMMARY

This position assists the Airport Manager with the daily operational aspects of aviation facilities operated by the Authority in accordance with Authority policies, rules and regulations, as well as local, state, and federal regulations and directly supervises airport operations staff in support of a 24-hour aviation operation. This position is considered essential and is subject to call 24 hours a day as may be necessary to maintain continuous operation of the Authority airport facilities.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the operations and security programs for regional airports
- Acts as a point of contact for all airport tenants and customers and acts on behalf of the Senior Airport Manager as required
- Assists in implementing airport rules and procedures
- Provides input and assists with the development and implementation of airport financial processes
- Provides assistance and coordination, as necessary, with special programs and events relating to airport operations
- Establishes and maintains effective working relationships with internal and external contacts such as outside vendors and contractors to ensure airport site and facilities remain in good condition
- Provides on-site supervision during airfield emergency and severe weather situations
- Prepares Authority personal injury, property damage and general incident reports
- Supervises personnel in assigned area, which includes work allocation and scheduling, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance
- Provides the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Solid working knowledge of all applicable federal, state and local regulations relating to airport operations in Delaware and New Jersey, with an emphasis on FAA FAR Part 139
- Ability to effectively draft reports, letters, presentations and other written communications
- Proficiency with computer hardware and software, including, but not limited to Word, and Excel
- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles
- Ability to provide excellent customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's Degree from an accredited college or university with a minimum of one (1) year airfield operational job experience or an appropriate equivalent job experience of five (5) years in airfield operations

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- Must be able to qualify for Airfield Driver and FAR Part 139 required certification within 90 days of hire

VI. ADDITIONAL REQUIREMENTS

- Applicants will be subject to a pre-employment physical, background investigation and drug test
- Delaware River and Bay Authority requires all employees to have direct deposit
- Must be able to pass a Criminals History Records Check (CHRC) to obtain airport SIDA privileges, if applicable
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain constant operations of this facility.

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer