

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Airport Operations Manager GRADE: 24 DATE: 4/28/2024
SERIES: Park Activities CODE: 2409 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, assists the Airport Operations Manager in the management of the College Park Airport as a fully functioning airport facility and historic site. In accordance with Federal, State and local rules and regulations, provides a variety of aviation services and regulatory knowledge to all locally based and transient aircraft. Serves as the airport liaison with other aviation agencies including Federal Aviation Administration (FAA), Maryland Aviation Administration (MAA), Transportation Security Administration (TSA), civic organizations and local authorities. Assists the airport manager with complex administrative, operational and technical responsibilities including the guidance of airport staff. Responsible for assisting in the achievement of certain unit or organizational goals as well as negotiating or directing others to comply with rules and regulations. Assumes select operations manager responsibilities in manager's absence. Work involves responsibilities as an individual contributor in the provision of effective airport operations, and assisting in program and facility management, planning, and managing administrative and technical support services, implementing innovative and successful revenue generating programs, promoting and overseeing special projects, and overseeing airport staff and contractors. Work results directly and indirectly affect many parts of the Department and the social, economic, and physical well-being of the serviced public and consists of varied activities related to airport and facility management. Information on which to act is obtained through investigation, research, tests, extensive calculations or use of standard mathematics, or other means used to ensure high accuracy. Information must be developed, classified, and analyzed to determine significance and ensure adequacy, accuracy and effectiveness of airport operations. Applies knowledge of airport management and operations, Federal Aviation Authority (FAA), Maryland Aviation Authority (MAA), and Transportation Safety Administration (TSA) regulations, business administration and office practices, safety, and health regulations. Independently performs various types of analyses to solve difficult, complex and challenging problems. Interacts with people inside and outside the organization including advising airport customers, meeting with citizens, community groups, and business groups. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. Independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. Incumbent is to keep the supervisor informed, and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Airport Operations Manager GRADE: 24 DATE: 4/28/2024
SERIES: Park Activities CODE: 2409 EEO: Professional FLSA: Exempt

Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 75\%$)

- Assists the manager with the safe and efficient operation of the College Park Airport and related airspace. Advises pilots on navigational aids, air space restrictions and radio frequencies in the Washington, DC metropolitan area. Advises pilots of airport rules and regulations. Informs pilots about Federal and State aviation regulations. Notifies Federal Aviation Administration regarding operational status of airport with a Notice to Airmen (NOTAM). Conducts inspections of facility. Notifies manager and/or federal authorities about suspicious activities. Works with National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA), Maryland Aviation Administration (MAA), park and county police, medical, fire and rescue squads during emergency and non-emergency situations. Inspects airport grounds and buildings for compliance with contracts, FAA regulations and safety precautions. Assists in leading snow removal operations from runway and grounds to ensure airport remains operational.
- Assists in the selection, training and evaluation of assigned airport staff, including leadership of event planning staff. Identifies/develops instruction and provides training. Assigns work activities. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Recommends personnel actions (i.e., recruitment, selection, promotion, transfer and discipline). Keeps staff informed of Commission personnel and management policies and procedures.
- Participates in the development and administration of the annual budget request; forecasts funds needed for staffing, equipment and supplies. Monitors and approves expenditures; and implements adjustments. Participates in the monitoring of contractors, vendors and other professionals when needed for airport improvements and repairs. Negotiates space rentals. Participates in setting standards and regulations.
- Tracks and reviews daily airfield logs; incident and accident reports. Conducts investigations as required. Plans and organizes projects, meetings and airport related events and activities. Prepare reports (i.e., administrative, financial and other necessary correspondence). Assists manager in maintaining airport records which include (but not limited to): contracts, leases, inspections, maintenance, permits and investigations. Provides marketing assistance with event planning and flight simulator rental.
- Assists in defining goals and objectives and setting standards, rules and regulations. Plans and organizes projects, meetings and airport related events and activities and obtains permits as required. Assists with coordinating with other Commission units and governmental agencies, as required; maintaining availability of services to patrons of the airport and promoting and evaluating the use of the airport and facilities by various aviation-related clubs, groups and organizations. Assists with rental of the conference area at the airport for use by the public. Ensures all events and activities adhere to Commission rules and regulations. Assists with developing joint community programs

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Airport Operations Manager GRADE: 24 DATE: 4/28/2024
SERIES: Park Activities CODE: 2409 EEO: Professional FLSA: Exempt

and supports and markets programs where appropriate. Responsible for airport emergencies and acts as the operations primary representative when manager is not available, and as directed in the Airport Emergency Plan (AEP).

- Monitors communication systems, utility systems and other services to ensure safe operation of airport. Maintains and updates website for airport.

2. Other (\pm 25%)

- Acts in the absence of airport manager assuming select operational responsibilities and authorities.
- Conducts various organizational and operational studies for effective and efficient operational processes and procedures.
- Meets with citizens, community groups and business groups. May meet with Planning Board, County Council and other government and aviation-related agencies to identify needs, plan programs, present reports and answer questions about the airport and its operation. Investigates and responds to complaints, responds to public inquiries or requests for information.
- Serves as airport liaison with other aviation agencies (e.g., FAA, MAA, TSA, NTSB), civic organizations, and local authorities.
- Operates snowplows, forklifts, riding mowers, and power tools and equipment as necessary.

Important Worker Characteristics:

- A. Knowledge of (1) business administration; (2) Federal, State, and local laws; codes and regulations including Federal Aviation Regulations (FAR) that relate to general aviation protocols; (3) airport operations; (4) College Park Airport rules and operations*; (5) weather information and Notice to Airmen (NOTAM) terminology; and (7) safety precautions, fire control, first aid and rescue techniques; and (8) Commission organization regulations, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) administer leases, inspections, permits, investigations, contracts and financial reports; (2) assist in the management of a General Aviation Airport; (3) analyze situations using sound judgement and take effective action; and (4) interpret and apply Federal, State and local policies, laws and regulations; (5) calculate fractions, decimals, and percentages; (6) organize work efficiently; (7) provide courteous customer service; and (8) operate snowplows, forklifts, tractors, riding mowers, fuel truck, and power tools and equipment.

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Airport Operations Manager GRADE: 24 DATE: 4/28/2024
SERIES: Park Activities CODE: 2409 EEO: Professional FLSA: Exempt

- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include solving complex problems involving many variables; analyzing problems quickly and taking appropriate actions under stressful situations.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and writing technical reports and correspondence.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using computer, modern office suite software (such as MS Office), airport systems and devices.

Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Business Administration, Aviation Management, Airport Management, or any related field.
- 2. Two (2) years of comparable experience (airport management preferred).
- 3. An equivalent combination of education and experience may be submitted, which together total six (6) years.
- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
- 5. Valid private pilot's license.
- 6. Pass Commission medical examination.

Working Conditions:

Works inside and outside an airport facility which operates seven days per week normally inside an adequately heated, lighted, and ventilated building with occasional outdoor work situations in inclement weather with noisy conditions. Works extended hours, evenings, weekends, and holidays. Responds to emergency situations as required. Work requires ordinary physical effort to sit, walk, stand, bend, reach, or to carry light items during normal everyday activities. Must occasionally use appropriate safety equipment and carefully observe safety precautions during airport operations and flying and driving duties.