

The Maryland-National Capital Park and Planning Commission

TITLE: Airport Manager
SERIES: Park Activities

GRADE: I CODE: 3280
DATE: 1/13/88

Class Definition

Under general direction, manages the College Park Airport as an enterprise facility and historic site to perform difficult professional facility management work, involving considerable responsibility, complexity, and variety. In accordance with Federal, State and local Rules and Regulations, provides a variety of aviation services to all locally based aircraft, plus itinerant aircraft. Performs other related duties as assigned.

Examples of Important Duties

1. Manages Airport facilities. Established operating procedures (e.g., security, safety). Assists in the investigations of accidents, fires, and crimes. Monitors communication systems, utility systems, and other services to ensure safe operation of Airport. Advises on new construction, remodeling and expansion of Airport under the Airport Improvement Program and/or appropriate Federal Aviation Agency (FAA) advisory circular. Enforces facility Rules and Regulations.
2. Manages Airport budget. Prepares annual budget request. Writes grant applications. Controls expenditures in accord with approved budget. Obtains bids and price quotes. Prepares purchase requisitions and check requests. Deposits revenues in bank. Meets with various Airport concessionaires to review, update and renegotiate contracts.
3. Manages Airport programs. Defines goals and objectives, sets standards and rules. Plans and organizes programs (e.g., space rental, air shows, conventions). Purchases necessary equipment. Obtains permits. Recommends fees; hires and monitors contractors (e.g., instructors, avionics shop). Coordinates activities with other Commission units and other government agencies. Designs and implements advertising campaigns to publicize programs and events at Airport on a national level.
4. Supervises Airport staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recruits, selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
5. Provides Airport services. Advises pilots about navigational aids, air space restrictions and radio frequencies in Washington, D.C. area. Informs pilots about federal and state aviation regulations. Notifies FAA about operational status of Airport with a NOTAM. Explains Airport rules and operations to pilots. Advises on the negotiation of space rentals. Conducts tours. Notifies federal authorities about suspicious activities. Contacts and coordinates with National Transportation Safety

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Examples of Important Duties (Continued)

Board (NTSB) FAA, police, medica, fire and rescue squad during emergency and non-emergency situations.

6. Coordinates externally. Meets with citizens, community groups, business groups, Planning Board, County Council, and other government agencies to identify needs, plan programs, present reports and answer questions about Airport. Investigates and responds to complaints.
7. Serves as pilot for Commission. Operates an aircraft for: supplies and materials pickup, oversight management of airport operations, inspection of land acquisition, sites and construction projects, UIP pick up/delivery, aerial photography, public relations and to educate airport users on Noise Abatement Procedures.
8. Keeps airport records. Maintains records of revenues and expenditures, airworthiness directives, fuel system inspections, time cards, inventory of supplies and equipment, and aircraft using Airport. Writes daily and monthly administrative reports, prepares: recommends and implements changes to the Airport Rules and Regulations.

Important Worker Characteristics

- A. Knowledge of (1) business administration; (2) Commission organization;* (3) Commission policies and procedures;~ (4) equal employment opportunity; (5) FAA regulations; (6) Airport management; (7) Merit System regulations*; (8) office practices; (9) safety and health regulations; (10) supervision; (11) airport operations.
- B. Skill in operation of (1) single and multi-engine aircraft; (2) auto; (3) tractors, (4) fork lift, (5) snow plow.
- C. Ability to (1) solve complex problems involving many variables; (2) calculate fractions, decimals, and percentages; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) organize work efficiently; (8) analyze problems quickly and take appropriate action under very stressful situations; (9) provide courteous service.

* Developed primarily after employment in this class.

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Minimum Qualifications

1. Bachelor's degree in business administration or related field, and four years of progressively responsible experience in the airport management field; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license or the ability to acquire one.
4. Valid private pilot's license with instrument rating.

Working Conditions

Works in office. Operates airport 7 days per week, 24 hours per day. On call 24 hours. Considerable pressure to provide safe operations and maintain harmonious community relations.