



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Airports Operations Manager
Department: Airports
FLSA Status: Exempt
WC Code: 7403
Effective Date: July 1, 2019
Last Revised: July 1, 2019
Pay Grade: NU 15
Union: Non-Union (Management)

SUMMARY

Organizes, supervises and participates in the maintenance, repair and construction of airport property; access roads, specialized equipment, airport buildings, aircraft hangars, runway lighting, airport electrical and other airport facilities as required. Oversees and participates in the functions of Airports Department operations; does related work as required. An employee in this class is responsible for planning and coordinating equipment, materials and personnel for maintenance, construction and repair activities in the Airports program. Work is performed under the general supervision of the Airports Director who reviews work on the basis of results attained. Provides supervision to airport workers, volunteers and contractors assigned to specific areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Assigns personnel and coordinates equipment needs for the maintenance, construction and repair work on airport buildings, grounds and other facilities such as runway lights, rotating beacons and airport weather stations at both Josephine County Airports: the Illinois Valley Airport (3S4) south of Cave Junction, and the Grants Pass Airport (3S8) NW of Grants Pass near Merlin.
2. Operates, and supervises those who operate a wide variety of airport-related machinery including tractors, rotary mowers, forklifts, scissors lifts, pickup trucks, aircraft fueling trucks, snowplows, weed-eaters, sprayers and backhoe attachments. Operates hand tools, power tools, light and heavy equipment. Uses safety equipment and climbs 70-foot towers to perform maintenance on the airport rotating beacon at the Grants Pass Airport.
3. Participates in various maintenance, repair and construction tasks such as erecting new buildings; maintaining the Airport Weather Observation System, pavement maintenance and marking, weed control; installing signs; electrical and plumbing repair; and minor access-road maintenance at both airports.
4. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action, and recommending hiring and termination decisions.
5. Patrols and inspects airport roads, facilities and property to identify potentially hazardous conditions; recommends, as well as organizes and budgets for maintenance or construction projects to correct problems at both airports.
6. Orders supplies and materials needed to perform assigned projects.

7. Responds to public complaints and takes necessary action to resolve.
8. Maintains appropriate records related to departmental programs.
9. Makes recommendations for the development and maintenance of operating budgets, prepares and collects bids, contacts and ensures notification of the public regarding local area projects.
10. Reviews work in progress to ensure safety standards are met as well as being compliant with all state and federal standards and regulations, and upon completion for overall quality of work.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning and reviewing daily work, evaluating performance, training, taking necessary disciplinary action, and recommending hiring and termination decisions.

QUALIFICATIONS

Considerable knowledge of the materials, equipment, methods, and techniques used in airport facilities maintenance and repair; airport lighting repair and installation; building maintenance; safety practices and precautions in performing responsibilities; principles of supervision and personnel practices. Assign and review the work of others; deal courteously and tactfully with the public; communicate effectively both verbally and in writing; understand and follow oral and written instructions; maintain records; establish and maintain effective working relationships with employees, the general public and outside agencies.

EDUCATION AND EXPERIENCE

Bachelor Degree in a related field plus three (3) or more years' experience or a minimum of three (3) to five (5) years of progressively responsible experience in airport maintenance and construction work, including supervisory and leadership responsibility; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequence of error could include exposure to lawsuits due to undetected problems or unanswered complaints resulting in damage or accident to the public. Problems encountered generally revolve around complaints received from the public concerning construction-related problems, right-of-ways, signs, brush clearing, and all aspects of airport maintenance; also ensuring the safety of employees and the general public when working on projects.

JOB CONTACTS

Contacts are with other County departments, City departments, State and federal agencies, inspectors, regulators, and private contractors to schedule and coordinate special projects; and with the general public in receiving and giving information.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

The use and operation of equipment necessary to construct, maintain or repair airport access roads or facility.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Class C Driver License; safe driving record. Possession of or ability to obtain certification for first aid, CPR and "First Responder-Awareness" training.

BACKGROUND INVESTIGATION

May be subject to a background investigation including criminal background investigation, and a DOT physical, drug screen, and functional capacity evaluation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate, and occasionally high noise levels.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>