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Public Position Announcement

DATE: February 23, 2022
TITLE: Airport Manager
DEPARTMENT: Airport
REPORTS TO: Airport Commission
FLSA: Exempt
STARTING SALARY: \$14,527.00 per year

ADDITIONAL INFO AT: <http://washingtioniowa.gov/news-events/airport-manager/>

POSITION SUMMARY:

Under the direction of the Airport Commission, the Airport Manager is a exempt position which performs general managerial and day-to-day operational activities at the Washington Municipal Airport. Work includes enforcing rules and regulations, serving as central contact person for airport business, providing oversight and general maintenance of facilities, publicly promoting the airport, and other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

Enforces such rules and regulations as may be established by the Commission, the State of Iowa, or the Federal Aviation Administration (FAA).

Serves as the contact person for all airport business, notifying the Commission of any correspondence needing attention; providing copies of all written correspondence and notes taken during conversations needing attention to the secretary of the Commission for the Commission's files.

Maintains professional demeanor and appearance in all dealings in a manner that reflects favorably on the Commission and the Airport in general.

Attends all meetings of the Commission, communicating any correspondence, problems, or concerns that need to be addressed, and follows any directives given by the Commission. Presents ideas for improvements that may allow the Airport to function and serve the public better.

Available on a 24/7/365 basis to attend to Airport business, and makes arrangements for coverage if unavailable for a particular period of time, with the concurrence of the Commission Chair. More hours will be necessary in the summer months than winter months.

Promotes increased interest and activities in aviation within the Washington area, and promotes appreciation in the general community for the Airport.

Makes inspections of the aircraft landing area taxiways and ramps, and provides for the operation and daily inspection of lighting systems, navigational aids, automated weather observation system, and radio communications, reporting any significant issues to the Commission.

Manages the rental of hangars on a fair basis, in accordance with the policies set forth in the hangar lease agreements, and advises the Commission on lease violations as they may occur. Sends out billings and statements. Ensures that hangar lease contracts are signed by the tenant and appropriate representative of the Commission, and forwarded to Washington City Hall. Serves as chief point of contact for tenant questions or concerns. Inspects all hangars on at least an annual basis and arranges for repairs deemed to be needed, consulting with the Commission Chair before expensive or extensive repairs are undertaken. Monitors lease payments and makes attempts to collect overdue payments, and refers payment issues to the Commission if needed.

Manages land leases in accordance with the terms of the agreements, and advises the Commission on lease violations as they occur. Sends out billings and statements. Collects lease payments and promptly forwards them to Washington City Hall. Serves as chief point of contact for tenant questions or concerns. Monitors lease payments and makes attempts to collect overdue payments, and refers payment issues to the Commission if needed.

Oversees the general upkeep and housekeeping of the Airport, including the terminal building, hangars, and other buildings and grounds. If violations of housekeeping or problems with general upkeep are noticed, immediately notifies violator and asks violator to correct the issue, reporting serious or flagrant violations to the Commission. Ensures that the terminal building bulletin board, lounge, toilets, and various public areas are kept clean and organized. Monitors usage and condition of computer, ensuring it is not used for non-pilot activities.

Corrects any safety issues found during routine inspections, hiring or contracting for safety repairs as necessary, in consultation with the Commission Chair. Communicates with the FAA on any safety issues unable to be immediately resolved, arranging for the issuance of a Notice to Airmen (NOTAM) as necessary.

Assists the Commission in hiring for mowing, general repairs and maintenance on airport property, provides oversight of the performance of said contractors, and communicates with the Commission on any unresolved performance issues in a timely manner.

Prepares State and Federal reports as necessary.

Oversees the operations of the fuel system, ensuring that the system is kept in good repair. Sumps the fuel tanks as required to extract contaminants, not less than once per month and before fuel deliveries. Provides reports on fuel usage to the Commission at least monthly, and maintains records related to fuel sales.

Maintains logs and records including but not limited to: login names and passwords to all Commission-owned computers, software, and internet sites; concrete condition inspections and repairs; VASI alignment inspections and repairs; NDB inspections and repairs; keys; lock combinations; Fuel tank sumping and levels of contamination; fuel handling training log; wildlife mitigation log; lease payments & reconciliations; user comments; correspondence; and rules & regulations.

Provides for issuance of NOTAMs as necessary.

Maintains the Washington Airport Security Plan, updating the plan as information changes or once per year, whichever is more frequent, sharing any updates with the State of Iowa Office of Aviation and the Washington Police Department.

Position performs other assigned duties as deemed necessary by the Commission or as required.

TYPICAL DUTIES:

As above. Oversees and participates in the daily activities of the Washington Municipal Airport's operations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

General knowledge of and interest in aviation, and desire to serve the public.

Must have positive and professional demeanor when conducting Airport business. Self-starter that can work with limited supervision. Must develop thorough knowledge and understanding of safety rules and regulations and Airport and City policies. Must work within and enforce these rules, regulations and policies.

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with Commission, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with the Commission.

WORKING CONDITIONS:

Mixture of inside work and outside manual work performed under variable conditions, including occasional adverse weather. Regular lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate lifting, operation of trucks and other equipment and other moderately demanding physical activities. Requires ability to converse, using verbal and listening skills, with customers, vendors, City staff, and Commission members. Requires eye/hand coordination, manual/finger dexterity, and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderate physical

strength requirements involving the moving, lifting, pushing, carrying, and pulling of objects weighing up to 25 pounds.

REQUIREMENTS:

High school diploma or GED required, with considerable knowledge and interest in aviation. Past management experience preferred. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa driver's license at time of hire and throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.