

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Airfield Operations and Facilities Manager
LOCATION: Coastal Carolina Regional Airport
HIRING RANGE: \$43,779 – \$45,879
JOB TYPE: Full-Time/Permanent/Exempt
POSTING DATE: March 29, 2016
DATE AVAILABLE: May 18, 2016
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

The primary purpose is to plan, organize and direct operations and maintenance activities in accordance with all federal, state and local regulations to ensure safe, secure and efficient operation of the airport and its related facilities.

ESSENTIAL JOB FUNCTIONS

Manage airside operations of a commercial service airport. Manage staff responsible for maintenance and repair of landside, airside airport facilities and equipment. Manage staff responsible for airport Rescue/Firefighting and Security. Function as airport's Alternate Airport Security Coordinator. Oversee construction projects and other capital improvements. Coordinate with airport tenants and external airport stakeholders. Manage airfield utilities requirements. Monitor a variety of computerized systems. Oversee environmental control programs. Attend Airport Authority meetings. Solicit quotes and render price comparisons for capital outlay purchases. Assist in preparation of the budget by identifying operations and maintenance requirements.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Advisory Circulars and Federal Aviation Regulations related to airport management. Knowledge of airport maintenance requirements, materials, and equipment. Ability to effectively supervise, plan, direct, monitor and evaluate the work of airport employees as needed to ensure work is performed accurately, timely, and in compliance with airport policies and procedures. Ability to make effective decisions by analyzing the problem(s) and alternative solutions and making recommendations. Ability to represent the airport in meetings with a wide variety of airport stakeholders and groups, and make effective public presentations. Basic computer knowledge and basic financial and accounting skills and knowledge of federal Airport Improvement Program.

MINIMUM EDUCATION AND EXPERIENCE

College degree in aviation, engineering, management or related field. Must have at least five (5) years combined time working in airport operations and facility management positions with progressive management responsibilities; an equivalent combination of education, knowledge, experience, and related aeronautical skills could waive specific requirements. Experience needs to indicate relevance and knowledge in aviation safety and risk management. Must be able to pass a criminal background check and complete training consistent with TSA and airport related security requirements. Must possess and maintain a valid NC driver's license and obtain and maintain a basic Airport Rescue and Firefighting (ARFF) certification within 60 days of appointment. American Association of Airport Executives ACE certifications are preferred and a pilot's license is desirable.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Coastal Carolina Regional Airport contact for questions is Andy Shorter at 252-638-8591 ext. 232.

Craven County is an Equal Opportunity Affirmative Action Employer.

