



POSITION DESCRIPTION

Reason for Submission: PD update	Date: 12/27/24

Current Job Title:	Airport Manager	PCN:	112005
Department:	Airport	Division:	Administration
Class Code: 1974	Range: 25	FTE: 1.0	Status: BB
FLSA: Over-time eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Bargaining Unit:	
Exemption(s): Executive & Administrative		None <input checked="" type="checkbox"/> MEBA <input type="checkbox"/> PSEA <input type="checkbox"/> IAFF <input type="checkbox"/>	
Supervisor's Title: Airport Board		Supervisor's PCN: N/A	
Section I: Position Overview			
(Briefly summarize the main purpose, service, or product for the existence of the position)			
The Airport Manager is responsible for overall management and operation of the Juneau International Airport under the general direction of the Airport Board.			
Job Duties			
Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.			
Functional Area: Planning & Operations		Estimated Percentage of Time: 10%	
Plans, organizes and directs Airport activities, including maintenance of physical plant, personnel and equipment. Physical plant includes but is not limited to: terminal building, access ways, maintenance facilities, emergency generator, public parking areas, runways, taxiways, aprons, aircraft parking areas, airfield roads, seaplane base, airfield lighting, drainage systems, sewer and water systems. Ensures compliance with multiple federal, state and local regulations/ordinances.			



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Functional Area: Compliance & Safety	Estimated Percentage of Time: 25%
<p>Develops, recommends and enforces rules and regulations for all airport activities. Ensures passenger safety. Oversees all aspects of airport sponsor operational safety, security and emergency response. Ensures compliance with applicable Federal Airport Regulations, particularly Part 139 Airport Certification Regulations, Part 1542 Airport Security Regulations, State of Alaska Department of Environmental Conservation, and other relevant federal, state and local laws and regulations. On-call for after-hours emergencies. Ensures safe airfield operating conditions, including appropriate distribution of Notices to Airmen (NOTAMs), and proper airfield snow removal operations in concert with FAA-approved airport snow and ice control plan.</p>	
Functional Area: Supervision	Estimated Percentage of Time: 10%
<p>Supervises activities of subordinates. Provides timely feedback on subordinate performance. Provides performance enhancement and career development training to subordinates as appropriate. Maintains open communication with staff and promotes good staff morale.</p>	
Functional Area: Communication & Coordination	Estimated Percentage of Time: 10%
<p>Maintains open and timely communication with Airport Board. Attends monthly Airport Board meetings and such subcommittee meetings and Assembly meetings, as may be required. Maintains active working relationships with air carriers, , airport tenants, private aircraft owners, Lease holders, state and federal agencies, airport users and the public. Invites public involvement in airport activities having impact on the community, e.g., master planning, noise abatement, wetlands issues. Serves as spokesperson for airport. Acts as liaison between the airport and the City and Borough Assembly and the public on airport matters. Coordinates with local and regional FAA offices.</p>	
Functional Area: Budget	Estimated Percentage of Time: 10%
<p>Develops, directly or through subordinates, annual operating and revenue budgets with responsibility to maintain annual financial break-even operation in accordance with Assembly policy directive and recommends same to the Airport Board.</p>	
Functional Area: Leasing & Fees	Estimated Percentage of Time: 10%
<p>Recommends to the Airport Board airport lands to be leased. Negotiates and executes airport leases and contractual services. Administers space rental, services and utilities to Airport tenants. Directs collection of fees, rentals and other charges.</p>	
Functional Area: CIP	Estimated Percentage of Time: 10%
<p>Initiates, coordinates and recommends Capital Improvement Programs (CIP) for airfield development, including application for federal funding through the Federal Aviation including grant applications, environmental documentation and match funding, including Passenger Facility Charges (PFCs) application and use. CIP programs including acquisition of airport equipment and land and facility improvements.</p>	
Functional Area: Programs & Plans	Estimated Percentage of Time: 10%
<p>Ensures airport programs (including but not limited to: Airport Certification Manual (ACM), Airport Security Plan (ASP), Airport Emergency Plan (AEP), Wildlife Hazard Management Program (WHMP)</p>	



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Stormwater Pollution Prevention Plan (SWPPP), Spill Prevention Control and Countermeasure (SPCC), Title VI (non-discrimination), Disadvantage Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs, Master Plan, Airport Layout Plan (ALP), Exhibit A, etc.) are maintained in accordance with federal and state regulations, and directs activities in compliance with said manuals. Initiates and coordinates airport planning in compliance with the current Airport Master Plan. Initiates updates as appropriate.

Functional Area: Other Duties as Assigned

Estimated Percentage of Time: 5%

Performs other related duties as required.

Licenses and Certifications Required

(CPR, First Aid, CDL or Alaska Driver's License, Professional Licenses etc.)

Valid Driver's License

Accredited Airport Executive designation issued by the American Association of Airport Executives desired but not required

Section II: Physical, Mental, and Environmental Conditions & Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), Occupational Safety Health Administration (OSHA), and Blood-borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Use the following codes to complete this section:

NA: Not required of the position

NE: Required, not essential of the position

O: Occasional, up to 33% of the time; ESSENTIAL of the position

F: Frequent, ESSENTIAL of the position

PHYSICAL:

Bend: NE. **Sit:** F **Squat:** NE **Stand:** O

Crawl: NA **Walk:** F **Climb:** NA **Kneel:** NE

Swim: NA **Lifting (up to 20lbs):** NE **Lifting (20lbs-50lbs):** NA

Lifting (over 50lbs): NA **Push/Pull objects:** NE **Read:** F

Hold/handle objects: NE **Reach above shoulder level:** NE

Distinguish Colors: O **Hearing conversation/sounds:** F

Distinguish odors by smell: NE **Use fine finger movements:** O

Use of hazardous equipment: NA **Seeing objects at a distance:** O

Seeing objects peripherally: NE **Seeing close work (e.g. typed print):** F

Other: Choose an item.

MENTAL:

Read/Comprehend: F **Write:** F **Perform Calculations:** F

Problem solving: F **Reason and Analyze:** F **Multi-task:** F

Work Cooperatively w/others: F **Direct, control, and plan:** F



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Perform under constant/changing deadlines: F Influence people: O
 Manage confidential information: F Comprehend and follow instructions: F
 Make presentations to public forums/committees: O
 Manage and/or lead work of others: F Other: Choose an item.

ENVIRONMENTAL:

Is exposed to excessive noise: O Is around moving machinery: NE
 Works in confined spaces: NA Work at heights (towers, poles): NA
 Exposed to changes in temperature and/or humidity: NA
 Exposure to infection, germs, or contagious diseases: NA
 Exposure to insect bites/stings: NA Exposure to electrical current (not outlets): NA
 Exposure to materials potentially contaminated by blood or bodily fluids: NA
 Driving cars/trucks/boats: O Driving heavy equipment: NA
 Other: Choose an item.

Special Requirements of Employment

<input type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Must be willing to work nights and/or weekends.	<input checked="" type="checkbox"/> Must be available for on-call assignments and/or alternate work schedule
<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Travel outside of normal business hours & outside normal hours.	<input checked="" type="checkbox"/> Travel, to include overnight stays.

☒ Must comply with all workplace safety requirements.

☒ Other: Successful applicant must pass a TSA-required security check per 49 CFR 1542 and 1544 and Airport Security Program. This will require an FBI fingerprint criminal history records check. Continued employment is contingent on ability to maintain a favorable security check.

Section III: Supervisory Responsibilities and Authority

No Authority (NA)	Position does not have authority to take action.
Recommend (R)	May make suggestions of action to their supervisor.
Prior Approval (PA)	Position must inform supervisor and obtain approval before taking action.
Complete Authority (CA)	Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken.

Indicate if the position is a Supervisor OR a Lead.

This position is a Supervisor: Yes ☒ No ☐ This position is a Lead: Yes ☐ No ☒

The boxes below are used to designate this position's level of authority and responsibility.

PCN(s): 112009					Job Title(s): Architect II				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets	Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances	



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CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112010						Job Title(s): Engineer/Architect II			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112008						Job Title(s): Engineer/Architect Associate			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112012						Job Title(s): Maintenance Mechanic III			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112000						Job Title(s): Administrative Assistant			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112002						Job Title(s): Administrative Officer II			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112001						Job Title(s): Administrative Assistant			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): 112004						Job Title(s): Operations Specialist I			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
PCN(s): TBD						Job Title(s): Airport Security Manager			
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
CA	CA	CA	CA	CA		CA	CA	CA	CA
Certifications:									
I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge.									
Employee (required*):						Date:			



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Supervisor (required*):	Date:
Division Head:	Date:
Department Director (required*):	Date:
COMMENTS (desirable attributes, special software or equipment used, proposed changes to minimum qualifications)	
Use of Microsoft software (Word, Excel) Adobe, PowerPoint, Outlook, Teams, Zoom. Working knowledge of all airport plans/programs, experience working at an airport and with Boards, budget knowledge, strong capital improvement experience, and strong agency (FAA, TSA, DEC) working relationships are important to the incumbent's success.	