

TOWN OF PROVINCETOWN AIRPORT MANAGER

Definition:

Oversees the managing and directing of all aspects of operations of the Provincetown Municipal Airport.

This is a full-time, salaried position. This is a 40 hour a week position, Monday through Friday. Occasional weekends, especially during the busy season, may also be required. Additional time may be required to occasionally attend meetings or functions outside of regular office hours.

Supervision:

Works under the general supervision of the Town Manager. Works in compliance with local, State and Federal rules and regulations, standards, and normal business practices. Maintains regular communication with the Airport Commission.

Provides direct supervision for the Assistant Airport Manager.

Job Environment:

Work is performed in both an office setting and outside the office. The airport manager may need to provide fuel services and assist general aviation pilots. Occasional exposure to outdoor weather conditions and extreme noise should be expected.

Some physical effort is demanded in performing duties under typical office conditions.

Operates computer and standard office equipment.

Errors could result in monetary loss, personal injury, injury to others, damage to buildings and equipment, delays, and lower levels of service, and have legal repercussions.

Essential Functions:

- Administrative and supervisory work in managing and directing all aspects of the operation of the Provincetown Municipal Airport in compliance with local, State and Federal rules and regulations, standards, and normal business practices; all other related work as required.
- Responsible for the safe operation of the airport seven days, twenty-four hours/day, daily airport safety inspections, issuance of formal Notices to Airmen (NOTAMS), closure of runways, taxiways and related aeronautical movement surfaces based on aviation safety standards.
- Manages the fuel farm and truck. Manages tenants such as Cape Air. Manages parking areas.
- Manages winter operations on a twenty-four-hour schedule related to snow and ice control, field conditions and records, communications to aircraft users consistent with aircraft operating standards.
- Ensures compliance with state and federal aviation regulations concerning operations standards, environmental standards, and security.
- Responsible for sound fiscal planning and management of airport operations relating to budget, fuel price negotiations and sales, accounts receivable and payable, capital planning, procurement and leases, and all airport vendors.

- Manages contractors, consultants in relation to operations and capital improvement projects.
- Coordinates with other town departments such as Town Hall, DPW, Police Department and Fire Department, etc.
- Preparing, organizing, and attending monthly airport commission meetings and generating reports to be submitted to the Town Clerk.
- Daily operations will include fueling for general aviation aircraft, and collection of overnight parking fees.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in aviation management or related field; minimum five years in direct airport management; minimum three to five years' experience in personnel management; or an equivalent combination of education and experience.

Special Requirements: (Training Available upon hire)

Massachusetts Airport Managers License, successfully pass written test of State and Federal Aeronautical regulations, basic computer skills and ability to read maps and/or plans.

Knowledge, Ability and Skill:

- Working knowledge of Federal Aviation Regulations parts 77, 107, AC 150, MGL Ch 990, airport operations, runway selection, aircraft operation limitations.
- Knowledge of airport safety and radio communication procedures and practices for airports.

Physical Requirements:

- Mobility to work in a standard office setting and operate office equipment.
- Ability to lift and carry materials weighing up to 30 pounds.
- Visual acuity to read printed materials and computer screens.
- Clear hearing and speech for communication in person and over the telephone.

The Town of Provincetown is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, genetic information, sexual orientation, gender identity or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town Manager's Office.