
EMPLOYMENT OPPORTUNITY

Internal XX

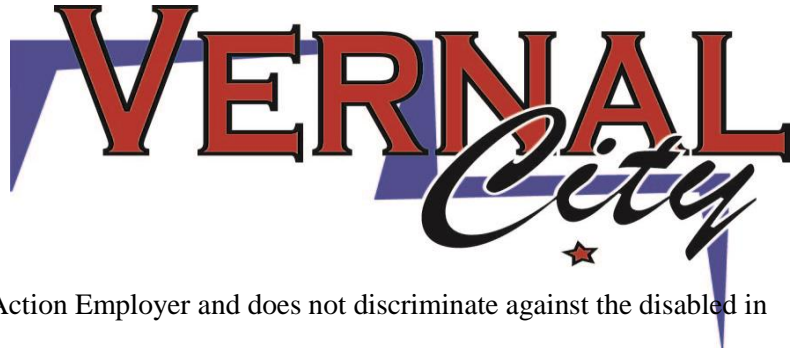
External XX

Opening Date: July 3, 2020

Close Date: July 27, 2020

Wage: \$4750 - \$7083 / mth DOE

Full-time with benefits



Vernal City is an Equal Opportunity and Affirmative Action Employer and does not discriminate against the disabled in employment services.

AIRPORT MANAGER

Summary of Responsibilities:

Under the general direction of the Assistant City Manager, oversees and supervises all activities at the Vernal Regional Airport to ensure efficient and effective operations. Monitors and supervises facility maintenance operations, and performs a variety of administrative tasks relative to airport operations.

Example of Duties:

1. Plan, prioritize, assign, supervise, review, and participate in all airport operations, including daily inspections, monitor fuel supply, respond to aircraft and airport emergencies, and oversee all airfield operations. Organize, implement and direct maintenance operations and activities.
2. Establish schedules and methods for providing airport facility maintenance services by identifying resource needs. Reviews those needs and services with appropriate staff and allocate resources accordingly. Reports to and works with the Airport Advisory Board
3. Coordinates and monitors work activities to ensure compliance with all FAA and State of Utah Department of Aeronautics regulations. Works with TSA, the consulting engineers and the EPA to develop proper procedures to manage the safety and security of the airport
4. Manages and coordinates the development and implementation of the airport operation and capital improvements budgets. Submits budget recommendations, and monitors and controls budget expenditures.
5. Promotes the use of the airport and services by residents, businesses, visitors and tourists.
6. Researches, recommends and implements revenue generating services and fees to make the airport as self-sufficient as reasonably possible.
7. Works to maintain commercial air service through Essential Air Service and the selected air service provider

Minimum Qualifications:

1. Bachelor's degree from an accredited college or university with major course work in airport management, aviation management or business management or related field.
2. Two (2) years full-time responsible experience in facility management, preferably in airport or aviation field.
3. Two (2) years full-time supervisory experience.
4. ARFF Certification or ability to obtain certification within six (6) months of hire.
5. Current Utah Driver's license or ability to obtain within sixty (60) days of hire.

Method of Selection:

1. Review of Applications
2. Interview
3. Background check / drug screen.

Apply To:

Vernal City Human Resource Office
374 East Main
Vernal, UT 84078
(435) 789-2255 (435) 789-2256 (fax)
e-mail: hr@vernalcity.org

VERNAL CITY APPLICATION REQUIRED