JOB ANNOUNCEMENT

AIRPORT MAINTENANCE & OPERATIONS SUPERINTENDENT
PARTIALLY EXEMPT FULL-TIME POSITION

37.5 hours per week
$79,306.50 - $84,669.00 Annually (DOQ)
($3,050.25 - $3,256.50 Biweekly Salary)

NOTE: PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

Are you a motivational leader?

Have you supervised heavy equipment crews?

Do you have experience in aviation-related activities which include airport maintenance & operations?

If you answered yes to these questions, then come join the Juneau International Airport Field Maintenance Team!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees’ Retirement System).

RESPONSIBILITIES

Under the general direction of the Airport Manager, is responsible for ensuring the safe and efficient airside and landside operations of the Juneau International Airport and for maintaining and preserving the public investment in the Municipality’s international airport outside of the terminal building, and for maintaining a safe and secure airfield for the protection of the traveling public and other aviation users of the facility. This position plans, directs, and manages airfield maintenance resources and activities associated with the functioning of the airfield maintenance facility. This includes the runways, taxiways, ramps, streets, parking lots, security fencing, etc. This position supervises and coordinates 24-hour monitoring of the airport status, and is responsible for coordinating with a multitude of tenants and transient entities in order to ensure the safety of airfield operations. This position is one of the senior representatives of Airport Management and fills in as the emergency control officer and Acting Airport Manager during the absence of the Airport Manager and Deputy Airport Manager.

Typical responsibilities include the following:

- Develops and implements new recommendations, policies and procedures.
- Identifies needs and problems within the division: formulates goals and objectives; establishes priorities and executes programs as required.
- Plans, coordinates, and oversees the snow removal and ice control program for runways, taxiways, parking ramps, roads, etc., for the entire airport area. Disseminates information on the snow and ice program to all stakeholders.
- Reviews and inspects for acceptance all construction projects on which the Division will perform maintenance.
- Reviews and inspects for acceptance all rolling stock and other equipment which the Division acquires.
- Maintains necessary plans and manuals in an up-to-date status.
- Plans and implements an annual maintenance program which includes work scheduling to ensure all areas of the airport are included.
- Develops an annual work program for minor construction and betterment projects from the standpoint of public safety and convenience.
- Establishes and refines performance standards for all phases of maintenance work.
- Develops improved methods of operation through project surveillance, review of current standards, and introduction of new procedures and materials.

CONTINUED ON BACKSIDE
• Prepares contract documents and specifications for bids.
• Reviews documents prepared by consultants and designers. Monitors for compliance activities performed under all existing contracts and maintenance agreements within the Division.
• Prepares and writes detailed reports and presentations on activities within the Division as required. Process and respond to all correspondence.
• Attends monthly meetings of the Airport Board, and its subcommittees, as directed by the Airport Manager.
• Ensures compliance with applicable Federal Aviation Administration (FAA) regulations (FARs) and advisory circulars (ACs) regarding safety, operations, and maintenance of the airfield. Ensures that the airport maintains its FAA certification through preparation for and passage of all FAA certification inspections, to include coordination of annual emergency drills, presentation of required training, and record keeping as described within FAR 139.
• Performs duties as the Airport Wildlife Coordinator in accordance with FAA approved Wildlife Hazard Management Plan.
• Performs duties as the Airport’s Environmental Officer in accordance with FAA, ADEC, and EPA regulations, guidance, and the Airport’s Storm Water Pollution Prevention Plan.
• Prepares and ensures publication of Notices to Airmen that are accurate and compliant with FAA guidance to alert aircrews and air traffic controllers of non-standard airfield conditions and hazards.
• Responds to emergency situations to assist the Airport Manager in rescue & recovery operations and to re-establish the airfield and runway back into operational status at the earliest opportunity.
• Coordinates with Capital City Fire & Rescue to provide fire & rescue facilities, equipment and sufficiently trained personnel crews for continuous Aircraft Rescue & Firefighting coverage in compliance with applicable FARs, ACs, and the Airport Certification Manual.
• Works with Airport tenants and transient operators to ensure smooth, safe and efficient operations that meet everyone’s needs.
• Maintains a coordinated effort in airfield management through correct public intergovernmental relations.

DESIRED QUALIFICATIONS
Education: A bachelor’s degree from an accredited college or university in aviation management, transportation, business or public administration or related field.

Experience: Six (6) years’ experience in aviation related activities that included airport maintenance and snow removal, airport operations, Federal Aviation Administration (FAA) and state rules and regulations regarding certification requirements, commercial air carrier and general aviation operations of which two (2) years must have been in Airport Operations at an air carrier airport.

Two (2) years of supervisory experience.

Position Requirements:
Other: This position requires a valid Alaska Driver’s License at time of appointment and for continued employment.

The incumbent of this position is required to use a firearm. In accordance with the federal Omnibus Consolidated Appropriations Act of 1997 (P.L. 104-208) anyone convicted of a misdemeanor crime of domestic violence is not eligible to hold this position.

Employment is contingent upon passing a TSA-required security check per 49 CFR 1542 and 1544 and the Juneau International Airport Security Plan. This will require an FBI fingerprint criminal history records check. Continued employment is contingent on ability to maintain a favorable security check.

NOTE: This is a benefited position. For more details about benefits, please visit the following website:
http://www.juneau.org/personnel/benefits.php

CLOSING DATE
A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. This bulletin announces open until filled.

CONTINUED ON ATTACHED PAGE
WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR
Visit:
http://www.juneau.org/personnel/instruct.php
for instructions on how to submit an application via email

Drop off completed application to:
City and Borough of Juneau
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

OR
Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER