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<b>Job Title:</b>	Facilities Manager – Tri-Cities Airport
<b>Department:</b>	Operations & Facilities Maintenance
<b>Reports To:</b>	Airport Director
<b>FLSA Status:</b>	Exempt, Full-Time
<b>Salary:</b>	\$69,000-\$104,500, DOE/DOQ

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*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

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#### **JOB SUMMARY:**

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The fundamental purpose of the Airport Facilities Manager is the oversight of all operations and maintenance aspects at the Tri-Cities Airport. This position is responsible for supervising, planning, directing, and coordinating maintenance repair, construction, and snow removal activities. This position manages all employees within the airport maintenance department. The Facilities Manager represents the Tri-Cities Airport and the Port of Pasco to both the tenants and the traveling public.

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#### **ESSENTIAL FUNCTIONS & DUTIES:**

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- Oversee and coordinate maintenance activities; plan, prioritize, assign, supervise, review and participate in the work of staff responsible for performing maintenance and grounds work for Port facilities, buildings, equipment, maintained landscape areas and other related areas and facilities.
- Oversee and maintain airport maintenance service contracts and agreements, including monitoring of services provided in accordance with contract provisions within areas of responsibility
- Ensure Airfield meets requirements set forth in Code of Federal Regulations, title 14, FAR Part 139.
- Ensure airport perimeter fence and access points into secured areas meets requirements set forth in Code of Federal Regulations, title 49, TSR 1542.
- Coordinate and implement snow and ice control activities as set forth in the airport's snow and ice control plan.
- Coordinate and implement wildlife hazard management activities as set forth in the airport's Wildlife Hazard Management Plan.
- Operate vehicles on the runways, taxiways, and aprons on the airfield and be able to communicate clearly with FAA Tower and follow their instructions.
- Recommend and assist in the development and implementation of maintenance department's goals and objectives.
- Establish schedules and methods for providing preventive maintenance procedures on Port owned facilities and equipment.

- Implement policies and procedures for the maintenance staff.
- Monitor program performance; recommend and implement modifications to systems and procedures.
- Train, supervise, and assist maintenance staff in performing maintenance and repair duties.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures, coach, and evaluate performances.
- Verify the work assigned to employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Estimate time, material, and equipment required for jobs assigned. Requisition material and equipment as required to complete job assignments.
- Receive and investigate complaints regarding maintenance activities and grounds maintenance.
- Perform complex and difficult maintenance tasks as needed.
- Maintain and prepare a variety of records, logs and reports that may be required by local, state, or federal governments regulations.
- Review various plans, legal requirements, and related information to ensure compliance with regulations and equipment specifications.
- Ensure adherence to safe work practices and procedures.
- Respond to public inquires in a courteous manner.
- Provide information within the area of assignments to management.
- Resolve complaints in an efficient and timely manner.
- Assist in the development of the budget for the airport maintenance department, including capital equipment needs.
- Perform related duties and responsibilities as required.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

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- Knowledge of principles, procedures, methods and equipment involved in facilities maintenance and repair including buildings, grounds, pavement, and equipment.
- General knowledge of Microsoft Office
- Basic math skills
- Ability to read and interpret technical manuals, blueprints, construction drawings, etc.
- Maintain accurate records and prepare reports.
- Follow oral and written instructions.
- Communicate effectively both verbally and in writing.
- Comprehend and use the English language effectively.
- Prioritize a variety of projects and multiple tasks in effective and timely manner; work independently and meet critical time deadlines.
- Use tact, initiative, and prudence with staff, tenants, and the public, and take responsibility for the Maintenance Department.
- Must be able to attend work regularly and punctually at the office or other locations.

## **REQUIRED EDUCATION & EXPERIENCE:**

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High School diploma, or GED equivalency.

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- A minimum of five (5) years of experience in one of the following areas: Maintenance and repair of infrastructure and grounds with experience in pavement, lighting, and electrical systems; or maintenance and repair of buildings and facilities including responsible experience in HVAC, plumbing and electrical work.
- A minimum of two years supervisory experience required.
- Experience working in an airport or aviation environment is preferred, but not required.

Licenses, Certifications & Other Requirements.

- Must be authorized to work in the United States or be a US citizen.
- Possess a valid driver's license, or ability to obtain within 30 days of employment.
- Meet the minimum Motor Vehicle Standards of Port's auto insurance carrier
- Must successfully pass a pre-employment drug screen, medical examination, and background check.
- Must successfully pass TSR 1542 background check and obtain an Airport Security Identification Display Area (SIDA) Badge.
- Must successfully pass airport movement driver's training within 60 days of employment.
- Must obtain First Aid and CPR certification.
- Must obtain herbicide and pesticide applicator's license within twelve (12) months of employment.

## **WORKING CONDITIONS:**

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Environment:

- Both indoor and outdoor working environments with exposure to dust and airborne particles; subject to a variety of extreme weather conditions; susceptible to mechanical chemical, electrical, as well as other safety hazards associated with repair and maintenance activities. The noise level in the work environment and facility grounds may be high. Due to nature of the position, Maintenance Supervisor may be required to work flexible hours, including occasional evenings, nights, and weekends.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is regularly required to speak and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, climbing, lifting, and manual dexterity. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Operation of various motor vehicles.

**SELECTION GUIDELINES:**

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Tri-Cities Airport or Port of Pasco and employee and is subject to change as the needs and requirements of the position and the Airport evolve.