



## JOB DESCRIPTION

**Title:** Airport Manager

**Department:** Airport

**Reports to:** City Administrator

**Pay Grade:**

**Date Adopted:** August 7, 2023 (Resolution 7100)

**Revision Date:**

**Last Revision Date:** 1993

**Type:**  Full Time

Part Time

**FLSA:**  Exempt  Salary

Non Exempt  Hourly

**Union:**  Yes

No

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### Job Summary:

Plan, direct, and supervise the construction, repair, operation, and maintenance at the Beatrice Municipal Airport. Enforce the rules and regulations governing aircraft and airport operations as required by the Federal Aviation Administration (FAA). Oversee the Airport budget.

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### Essential Functions:

1. Plan, prioritize, and schedule employees' work assignments. Conduct on-site inspections, review work, and resolve problems. Perform functions of supervisor that include interviewing prospective employees, conducting performance evaluations, providing employee training, making salary recommendations, and handling disciplinary actions.
2. Prepare Department budget and monitor expenditures. Determine budget requirements, equipment, and vehicle replacement and calculate costs.
3. Prepare specifications for vehicle and equipment purchases, analyze bids, ensure vendor compliance with specifications, and recommend bid acceptance. Purchase commodities and equipment. Seek quotes and prepare purchase orders.
4. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent overspending.
5. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.

6. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
7. Prepare quarterly Airport Advisory Board agendas and packets. Attend and report to the Board on various airport activities. Prepare and distribute minutes of the Board meetings.
8. Attend professional development conferences, seminars, and classes.
9. Attend staff meetings and City Council meetings as required.
10. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
11. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
12. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
13. Employee must be able to be "on-call".
14. Keep confidential information confidential.
15. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
16. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
17. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
18. Perform other work which is consistent with the essential functions of the job.
19. Perform other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

College degree in business, public administration, or related field, plus pilot experience.

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**Experience:**

Two (2) years work experience in organizational management and operations in airport management. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communications skills.
  2. Basic math and accounting skills.
  3. Manual dexterity.
  4. Analytical and organizational skills.
  5. Personal computer skills.
  6. Supervisory and leadership skills.
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**Mental Requirements:**

1. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
  2. Ability to train and guide others.
  3. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
  4. Ability to analyze complex problems and recommend possible solutions.
  5. Ability to multi-task.
  6. Ability to work under pressure.
  7. Ability to work on or supervise several projects at once.
  8. Ability to work under distracting conditions.
  9. Ability to prioritize work.
  10. Mechanical aptitude.
  11. Ability to read and understand site plans and blueprints.
  12. Ability to analyze safety situations.
  13. Ability to comprehend confidential information.
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**Physical Requirements:**

1. Ability to lift 20 pounds and transport 20 feet.
2. Ability to make and receive phone calls.
3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
5. Hand and eye coordination adequate to input computer data and operate various office equipment.
6. Ability to sit and be attentive for extended periods of time.
7. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
8. Ability to withstand extreme weather conditions.
9. Exposure to vibrations.

10. Ability to drive city vehicle.
  11. Ability to bend, climb, and stoop.
  12. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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**Supervisory Responsibility (Direct and Indirect):**

Direct        Airport Maintenance Technician  
                 Airport Operations and Maintenance Superintendent

Indirect

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**August 8, 2023**