

**City of Pendleton**

**Job Description**

**Airport/Property Manager**

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| **Department**:  Airport | **FLSA**:  Exempt |
| **Reports to**:  Economic Development Director | **Representation**:  Unrepresented |
| **Pay Range**:  7, Supervisory Scale | **Date**:  February, 2020 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Plans, directs and administers the overall operation of the Regional Airport facilities and surrounding airport commercial, residential, and industrial properties.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. **Airport Management** Develops and administers operational policies and rules regarding airport security, safety, crash rescue and facility operation and maintenance. Develops, recommends and monitors airport improvement and development projects. Ensures maximum opportunity to obtain grants. Oversees airport inspections to assure compliance with city and FAA regulations.
2. **Financial Management** Assists the Director with planning, developing and managing the Airport budget; maintains budgetary control and is accountable for expenditures within approved division budget.
3. **Property Management** Negotiates and administers contracts and agreements with tenants for land and commercial leases. Assures that properties are maintained in good condition. Performs research necessary to establish market rates for leases. Monitors contract compliance related to extensions, renewals, cancellations, modifications, insurance, and bonding. Oversees and assists with maintaining a database of property leases and contracts and prepares reports as needed. Researches and compiles information for management decisions. Assists with the negotiation of easements with the public and various Federal, State, and private agencies. Contracts for and reviews property appraisals, legal descriptions, site plans, inspections, environmental assessments, and surveys. Investigates and contributes to the resolution of the tenant or public complaints. Inspects and reviews tenancies for compliance with contracts, agreements, and various department policies. Submits contracts and agreements for council approval.
4. **Public Relations** Responds to inquiries from citizens, media and professionals regarding airport services. Liaison with federal and state regulatory authorities and with users and tenants of airport facilities.
5. **Marketing** Market existing industrial lands available for development. Assist in advancing the readiness of industrial lands to be developed.
6. **Research** Monitors availability of land and buildings to maintain a comprehensive record.
7. **Commission Management** Is responsible to staff the Airport Commission .  Responsibilities include: being knowledgeable of the underlying ordinance, resolution, by-laws and/or plans that govern the committee; assuring compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling vacancies according to policy; equipping  all new members with appropriate handbooks, by-laws or other information; and providing all necessary support to the board, such as research and analysis, reports, and implementation of decisions.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Attends staff meetings and other meetings as required.
2. Provides customer service at the department counter in the absence of support staff.

3. Attend training as needed.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in business/public administration, Real Estate, Aviation Administration or a closely related field; or
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: progressively more responsible experience in administration as a manager, assistant manager, facilities manager, or operations supervisor with a minimum of three years’ experience in a position involving airport management, commercial real estate activities and/or property management;

1. Satisfactory equivalent combination of education and experience which demonstrates the ability to perform the above described duties

**2. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of airport and real estate management, including leases and contracts;
2. Knowledge of aviation planning and financing, including revenue sources and grants for funding projects.
3. Knowledge of operational requirements of airlines, including federal, state and local rules and regulations pertaining to visual and instrument flight, and airport traffic control.
4. Knowledge of airport maintenance requirements and necessary supplies, materials and equipment.
5. Knowledge of municipal budget law and administration.
6. Knowledge of real property values and landlord tenant laws.
7. Knowledge of airport safety regulations and emergency preparedness.
8. Ability to interpret federal, state and local operations and safety rules.
9. Ability to effectively supervise staff and resolve conflict.
10. Ability to use personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.
11. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
12. Ability to work effectively both independently and as a team member.
13. Ability to establish and maintain effective working relationships and work cooperatively with co-workers, clients, inter-agency contacts and the general public.
14. Ability to develop revenue sources, including grant preparation and administration.
15. Ability to provide quality customer service and deal tactfully with people.
16. Ability to make appropriate decisions in emergency situations.
17. Ability to perform the essential functions of the job.

4. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid Driver’s License.
2. Must be able to pass the department’s security clearance standards including review of driving record.

5. **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

6. **Supervision:**

1. This position supervises other staff. Positions supervised include: Airport Operations and Maintenance Specialist, Maintenance Utility Worker, Airport Engineer, and Office Support Specialist.
2. This position reports to Economic Development Director. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

7. **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners, such as FAA airline representatives and lessees.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

8. **Cognitive Functions**:

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**10.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

After hours meetings or events

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: February, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.