

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 595

AIR PARK MANAGER

GENERAL

Administrative work in directing the operations of the Air Park as a primary responsibility with additional technical and supervisory duties in the park security program and automated parking meters. Work is performed under general direction of the Public Works Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Serves as a liaison between Federal Aviation Administration; state, county, and city officials; fixed base operators and users of the facilities; and the public in regards to the overall operations and security of the Air Park.
- Supervises, evaluates, and coaches a staff involved with the administrative aspects and the facility and grounds maintenance of the Air Park.
- Develops plans and prepares reports concerning facility usage and improvements.
- Prepares and administers the fiscal budget for the Air Park.
- Administers contracts and leases with tenants.
- Receives and investigates complaints and/or suggestions to assure compliance with Federal and Air Park regulations.
- Mediates disputes between tenants, users, and others concerned with park operations.
- Participates in the development and administration of policies and procedures for the maintenance, repair, and collections of all automated parking meters, including the training of personnel and for the security of city facilities and grounds.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Federal and local regulations and the administrative procedures involved in Air Park operations.
- Knowledge of state laws and local ordinances and rules regarding facility security.
- Knowledge of fiscal management and record keeping.
- Knowledge of lease contracts and aircraft operations.
- Skill in negotiating tenant contracts, mediating disputes, and assuring compliance with Federal, state and local regulations.
- Ability to develop procedures and to prepare detailed reports and construction plans.
- Ability to maintain good relations with a wide range of public contacts.
- Ability to communicate with government agencies such as Florida Department of Transportation and the Federal Aviation Administration regarding complex issues.
- Ability to train, evaluate, motivate, and supervise personnel.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to present material to a group of people (presentation skills).

- Ability to communicate and enforce rules effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Two-year college degree in airport management. Considerable experience in the operation and maintenance of an airport and in grounds and facility maintenance. Some experience in administrative work involving enterprise operations and in the negotiation and administration of contracts and leases. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Ability to walk over rough unimproved terrain to inspect air park facilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Public Works Department

GERS: Regular Class