

General Mitchell International Airport

Assistant Airport Operations Manager

Salary: \$29.42 – \$34.45 (\$61,210 - \$73,105)

Job Summary: The Assistant Airport Operations Manager ensures proper training and staffing of personnel, assists or directs emergency response efforts, oversees snow removal/construction activities, oversees the airfield/terminal facilities/roadways and ensures the needs of passengers and stakeholders are met during routine and emergency situations. Assumes duties of Airport Operations Manager during their absence. The job exists to maintain compliance with FAR Part 139 in the absence of a higher authority and to provide continuity of operations especially during emergencies or inclement weather.

Essential Duties and Responsibilities:

- Manage, schedule, and train Airport Operations Coordinators (AOC) I and II in their duties;
- Ensure compliance with regulations of Federal, State, and County, established policies and procedures, and oversee Airport Inspection programs;
- Oversee coordination of construction, maintenance, snow removal activities, and winter charter operations;
- Respond to Airport Emergencies;
- Recommend and develop policies and procedures and ensure compliance;
- Evaluate personnel performances, write reviews, discipline, and ensure personnel compliance with established work rules and standard operating procedures;
- Oversee the FAA-mandated training program;
- Coordinate with airport tenants and stakeholders for impacts to airport operations;
- Formulate and coordinate special events and prepare reports, documents and presentations as necessary;
- Perform other duties as assigned.

Minimum Qualification:

- Valid Driver's License at time of application. Please note a Wisconsin Driver's License will need to be obtained within 6 months of established residency for those residing outside of Wisconsin.
- Bachelor's Degree in Aviation Management, Public Administration, Emergency Management or Business Administration.
- Three (3) years of experience working at a commercial service airport ensuring compliance with Federal Aviation Regulations (FAR) Part 139 in Airport Operations. which must include coordinating all facets of snow removal at a commercial service airport and experience with airfield inspections to comply with FAR Part 139.
- Three (3) years of Supervisory/Management Experience.

OR

- Valid Driver's License at time of application. Please note a Wisconsin Driver's License will need to be obtained within 6 months of established residency for those residing outside of Wisconsin.
- Seven (7) years of experience working at a commercial service airport ensuring compliance with Federal Aviation Regulations (FAR) Part 139 in Airport Operations which must include coordinating all facets of snow removal at a commercial service airport and experience with airfield inspections to comply with FAR Part 139.
- Three (3) years of Supervisory/Management Experience.

THE ORIGINAL EXAMINATION is open to qualified residents of the United States.

APPLICANTS MUST POSSESS MINIMUM QUALIFICATIONS AT TIME OF FILING APPLICATION.

This position is open to qualified internal and external candidates. An online application may be filed at www.jobs.milwaukeecounty.org by 5:59 p.m. on February 9, 2018. Candidates will be asked to submit a full account of their training and experience, and may be asked to take a written or performance test as part of the selection process.

Milwaukee County provides a competitive benefits package.

Effective October 1, 1998, background checks must be conducted of all individuals appointed to positions covered by Wisconsin Act 27 of the laws of 1997 and Wisconsin State Statute 50.065. This requirement impacts all positions authorized in the Milwaukee County Department of Human Services, Behavioral Health Division as well as other positions in County Service.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform Pre-Employment substance abuse testing.

See <http://county.milwaukee.gov/careers>