



## **CITY OF CUSHING POSITION DESCRIPTION**

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<b>TITLE:</b>	<b>Airport Manager</b>
<b>DEPARTMENT:</b>	<b>Airport</b>
<b>REPORTS TO:</b>	<b>City Manager</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

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### **NATURE OF WORK**

This is an exempt position within the Cushing Regional Airport Department and works under the general direction of the City Manager and in cooperation with the Cushing Regional Airport Advisory Board. Work requires use of equipment, maintenance, and record keeping. The Manager is responsible for the daily operations of the Airport.

### **ESSENTIAL JOB FUNCTIONS**

1. The Manager will work to promote positive public relations at all times for the Cushing Regional Airport.
2. The Manager will be responsible for attending Oklahoma Airport Association (O.A.A.) meetings, seminars, and other necessary meetings in order to maintain a well-informed Board. Any information received or projects indicated will be immediately communicated to the City Manager and Cushing Regional Airport Advisory Board.
3. The Manager coordinates recruitment, hiring, and termination of airport employees subject to the approval of the City Manager. The Manager shall be responsible for scheduling employees to ensure the airport is staffed during regular business hours and during all holidays unless an exception is granted.
4. The Manager shall supervise, train and evaluate, on a regular basis, all airport employees and shall be responsible for all activities at the airport in an effective manner.
5. The Manager shall keep necessary records and other information that pertains to the airport and will be responsible for pursuing public grants and governmental funding which may be available for the improvement and expansion of the Cushing Regional Airport. The Manager shall perform a variety of clerical duties, including use of a ten-key calculator; filing computer documents; composes and types necessary

correspondence; completes forms and posts information to accounting reports, prepares reports; and will be able to use a computer.

6. The Manager is responsible for collecting and processing payments from customers over the counter, through the mail, or other collection sites and will inform the City Manager of any account in excess of thirty (30) days in arrears.
7. The Manger shall be responsible for the enforcement of all City Ordinances or other Rules and Regulations without exception.
8. The Manager shall possess the knowledge of operation of an aircraft tug, weed eaters, mowers, fuel dispensing equipment, and various mechanized doors and may need to install or move dirt or snow from location to location. He will assist and perform other machinery operations, maintenance, and aircraft servicing.
9. The Manager shall maintain the Airport grounds, buildings, restrooms, and plants and shall water grass, shrubbery, flowers, and trees. He shall mow grass using either push or riding mowers; shall remove weeds, trash, and shall sweep and clean the buildings.
10. The Manager shall perform other relevant duties as assigned.

#### **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

High school grade level or equivalent work experience and at least 5 years of related work experience. A Bachelor's Degree from an accredited college or university with major course work in business, airport or aviation management or closely related field is highly desirable.

#### **SUPERVISORY RESPONSIBILITY**

May be responsible for supervision of department employees.

#### **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must have an Oklahoma Class D driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Shall have skill in operating aircraft tug, courtesy car, mowers, edger's, weed eater, compressors, and ability to use shovels, rakes, etc.
2. Shall possess knowledge of safety procedures, preventive maintenance procedures, and skill in working with fuels.
3. Shall be skilled in maintaining equipment used on job.
4. Must be able to meet suitable appearance standards.
5. Must have the ability to plan, organize, and follow through airport tasks.

6. Must have the ability to work effectively with the public, understand and follow oral and written instructions, and carry out assignments with minimal direction.
7. Must have the ability to perform manual labor under extreme and unfavorable conditions.
8. Must have the ability to work and communicate effectively with the Cushing Regional Airport Board and the City of Cushing Administration.
9. Must have knowledge of customer service skills and proper public and telephone etiquette especially concerning complaints and the receipt of money.
10. Must have the ability to communicate effectively with the public, use the airport radios, interpret and relay instructions and directions, file alphabetically, transfer information accurately in writing, compose correspondence, and use four (4) basic math operations, i.e., addition, subtraction, division, and multiplication.
11. Must be bondable.
12. Must have aviation experience.
13. Must be able to move aircraft with tug and fuel in a reasonable amount of time.

#### **PHYSICAL/MENTAL REQUIREMENTS**

There is regular and frequent lifting/carrying/pushing and pulling airplanes into hangars; lifting to handle hoses. Infrequent lifting of up to 50 pounds of posts, equipment, etc., generally light to moderate lifting on a more frequent basis to fuel aircraft. Incumbent may be required work weekends and nights.

#### **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Incumbent is generally working outdoors (50% or more) during the entire year. Incumbent must be aware of and observe safety requirements in lifting, carrying, and operating machinery, vehicles, or small tractors, etc. Incumbent must use safety in use of chemicals, fuels, etc. Incumbent is subject to getting dirty, wet, or exposure to hazardous chemicals, gas, oil, diesel fumes; subject to working around dangerous equipment, noises, hazardous and flammable materials, and in confined spaces.