

DEPUTY DIRECTOR, AIRPORT OPERATIONS

Job Code	Pay Grade
22722	SM3a

Nature of Work

This is responsible administrative and supervisory work assisting the Bureau Director in the operation, maintenance, and construction of operations of the St. Petersburg-Clearwater International Airport. Work involves responsibility for supervision of technical and maintenance employees as well as assisting in the development and implementation of plans and policies. The incumbent exercises independent judgment in arriving at decisions affecting day-to-day operations of the airport. The incumbent reports to the Bureau Director or designee.

Minimum Qualification Requirements

- Bachelor's degree in airport management, business administration, management, public administration, aviation or airport management or a related field and 3 years of operations management experience that includes supervisory responsibility for operations at a small hub airport; or
- Associate's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs and manages airside and landside operations, maintenance, firefighting, security, ground transportation and terminal services.
- Assumes the duties and responsibilities of the director during director's absence.
- Assigns, coordinates, and reviews airport operations, maintenance, firefighting and custodial projects.
- Implements airport rules and ensures employees and tenants comply with federal, state and county regulations.
- Maintains liaison with airport tenants, other county departments and federal agencies.
- Directs and coordinates law enforcement and airport/airline security activities in accordance with federal requirements.
- Assists in coordinating construction activities through consultation with engineers, contractors, federal agencies and tenants.
- Performs inspection of airport facilities to determine maintenance requirement and schedule maintenance projects.
- Responds to and oversees aircraft accidents, bomb threats, hurricane evacuations and other disaster situations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of airport management and FAA rules and regulations.
- Knowledge of the business and operational practices and problems associated with operation of an international airport.
- Knowledge of applicable FAA Orders and Regulations, FAA policies, and FAA Advisory Circulars.
- Knowledge of aircraft operational requirements and capabilities.
- Skill in team-building, developing a creative vision and strong communication.
- Ability to apply computer applications and software.
- Ability to demonstrate leadership in both collaborative and chain-of-command environment.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt