

Manager-Airports

Location: New Castle, DE

Annualized Salary: \$75,403 to \$88,710 (Commensurate with Skills)
(Grade I)

Opening Date: December 30, 2020

Closing Date: Until Filled

I. POSITION SUMMARY

This position directs the operational activities of the airport in accordance with Authority policies, rules and regulations, local, state, and federal regulations, and supervises airport operations staff in support of a 24-hour airport operation.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the operations and security programs for the New Castle (Wilmington) Airport and ensures the airport is maintained and operated within required standards
- Serves as the Airport Security Coordinator (ASC) and performs duties as required in CFR Part 1542
- Develops and updates airport operating manuals to include the Airport Certification Manual and Airport Security Plan
- Acts as primary point of contact for all airport tenants and customers and actively works to foster community relationships and demonstrate the value of the airport as a public and community asset
- Implements airport rules and procedures and participates in the development and administration of policies, procedures, programs, goals and objectives
- Coordinates special programs and events relating to airport operations
- Supervises personnel and sets performance standards and goals for a 24/7 operation
- Develops and manages the department operating budget within scope, ensuring cost efficiencies; follows Authority purchasing procedures. Works with senior leadership in the development of the capital budgets
- Interfaces with regulatory and government agencies, vendors, contractors, and customers on matters related to the operation of the airport within compliance standards of CFR Parts 139 and 1542.
- Develops and implements electronic systems to maintain records required to operate the airport
- Responsible for compliance with Authority and regulatory training for all airport employees and stakeholders
- Participates in the development, implementation, and maintenance of airport policies, objectives and short and long-term planning; develops and implements projects and programs to assist in accomplishment of those goals
- Participates in environmental, health and safety planning, and ensures compliance with Authority policies and regulations
- Has operational oversight of terminal and landside operations to include operations of the terminal paid parking system and airline operations; ensures department staff maintains the highest level of customer service and professionalism to internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles and airport operating practices and procedures and proven success in managing a diverse work force
- Detailed knowledge of relevant local, state and federal regulations, and Authority protocols and procedures that impact airports
- Knowledge of business and financial practices related to airports
- Ability to set clear expectations and performance standards for employees; ability to hold individuals accountable for performance
- Ability to supervise, develop, motivate, and train staff by effectively communicating, organizing, prioritizing, and scheduling work assignments in a complex operating environment
- Ability to identify, develop, and implement strategic and tactical plans and solutions
- Ability to establish and maintain effective working relationships within various levels of the organization as well as internal and external stakeholders such as contractors
- Ability to read, understand, follow and enforce policies and procedures
- Effective oral and written communication skills
- Proficiency with computer hardware and software, including, but not limited to Microsoft Word, Excel, and Outlook
- Ability to provide a high level of customer service by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's Degree or related equivalent experience in airport or airfield operations and management in roles with increasing levels of responsibility
- Bachelor's degree in aviation, transportation, or related field preferred
- Three (3) years of experience (non-internship or volunteer) in supervisory roles in the operation of an airport, five (5) years preferred
- Solid working knowledge of all applicable federal, state and local regulations relating to airport operations, with an emphasis on FAA FAR Part 139 and TSA TSR 1542
- Must be able to obtain airfield driving privileges and pass FAA FAR Part 139 certification training within 90 days of hire

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Must possess a valid driver's license
- AAAE Certified Member (CM) preferred
- A Pilot Airmen's Certificate preferred

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be able to pass a 10-year Criminal History Records Check (CHRC) and TSA Security Threat Assessment (STA) to obtain airport SIDA privileges, if applicable
- Applicants must be willing and available for duty at such hours, day or night as may be required in order to maintain continuous operation of the airport

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.