

## **ASSISTANT AIRPORT OPERATIONS MANAGER**

**Location: Dover, DE**

**\$71,800 to \$88,000 annualized (Grade 107)**  
**(Salary commensurate with experience and skills)**

**Opening Date: September 26, 2025**

**Closing Date: Until Filled**

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### **I. POSITION SUMMARY**

This position assists the Airport Operations Manager with the daily operational aspects of aviation facilities operated by the Authority in accordance with Authority policies, rules and regulations, as well as local, state, and federal regulations and directly supervises airport operations staff in support of a 24-hour aviation operation. This position is considered essential and is subject to call 24 hours a day as may be necessary to maintain continuous operation of the Authority airport facilities.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises the operations and security programs for DRBA regional airports, including FAA Part 139 and TSR 1524 programs
- Acts as a point of contact for all airport tenants and customers and acts on behalf of the Senior Airport Manager as required
- Assists in implementing airport rules and procedures
- Provides input and assists with the development and implementation of airport financial processes
- Provides assistance and coordination, as necessary, with special programs and events relating to airport operations
- Establishes and maintains effective working relationships with internal and external contacts such as outside vendors and contractors to ensure airport site and facilities remain in good condition
- Responds and provides on-site supervision during airfield emergency and severe weather situations
- Understand and manage fuel system operations including self-fuel systems for resale of aviation fuel products
- Prepares Authority personal injury, property damage and general incident reports
- Supervises personnel in assigned area, which includes work allocation and scheduling, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance
- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Solid working knowledge of all applicable federal, state and local regulations relating to airport operations in Delaware and New Jersey, with an emphasis on FAA FAR Part 139
- Ability to draft reports, letters, presentations and other written communications
- Proficiency with computer software, including, but not limited to, Microsoft Office products and web-based airport operations systems
- Effective oral and written communication skills
- Ability to drive and operate motorized vehicles
- Ability to provide excellent customer service

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- Associate's Degree from an accredited college or university with a minimum of one (1) year airport or FBO operational job experience; or appropriate equivalent job experience of five (5) years in airport or FBO operations with increasing responsibilities

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license
- Must be able to obtain airfield driver certification and complete FAA FAR Part 139 required certification within 90 days of hire

**VI. ADDITIONAL REQUIREMENTS**

- Subject to a pre-employment physical, background investigation and drug test
- Delaware River and Bay Authority requires all employees to have direct deposit to receive their bi-weekly pay
- Must be able to pass a Criminals History Records Check (CHRC) to obtain airport SIDA privileges, if applicable
- Must be willing and available to work at such hours, day or night, as may be required in order to maintain constant operations of airport facilities

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**If you are interested in applying for this position, please complete the on-line application at [www.drba.net](http://www.drba.net). In addition to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is an Equal Opportunity Employer**