

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **AIRPORT MAINTENANCE MANAGER**

Spec No. 2020

### **BASIC FUNCTION**

To plan, direct, coordinate, supervise and manage the maintenance, upkeep and repair of all airport runways, taxiways, building grounds, facilities, vehicles, and equipment. This work includes the painting of all buildings, and the repair of all plumbing, heating, electrical, and other related systems, as well as the design and management of minor construction projects.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Develop, recommend, and implement a comprehensive maintenance and repair program, including preventative maintenance; determine and respond to interdepartmental construction and maintenance requirements; project equipment, material and manpower requirements for all plans and programs; establish program priorities; submit and administer the department budget; identify and investigate cost overruns and irregular costs; review and analyze operational policies; initiate methods to reduce costs and promote efficiency.
2. Plan, schedule, and coordinate the construction, alteration, maintenance and repair of airport facilities, grounds, vehicles, and equipment; prepare/approve plans and specifications for minor construction, remodeling and repair projects; supervise and coordinate work performed by outside contractors.
3. Plan, organize, and supervise the work of subordinate supervisors and staff; develop and implement a comprehensive training program; direct personnel actions including hiring, development, coaching, discipline, transfer, and promotion of subordinates.
4. Develop and implement a department total quality improvement program, including customer service training and customer surveys; monitor and inspect work sites and equipment; ensure compliance with applicable codes, regulations and instructions; resolve construction and maintenance problems; investigate complaints relating to maintenance department matters.
5. Responsible for the inventory of equipment, vehicles, materials and supplies; direct the lease, rental or purchase of major equipment; prepare/approve bid specifications for the acquisition of capital equipment and services of outside contractors.
6. With other airport staff members, develop and implement a program for the inspection of airport facilities to ensure compliance with environmental regulations; develop, implement, and monitor programs for the confinement and processing of unauthorized or hazardous materials (including PCB transformers), asbestos removal, buried tank removal, contaminated soil processing, surface and sewer water handling, air pollution, and wetlands management.
7. Supervise the maintenance of necessary records and reports.

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### STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years as a facilities maintenance supervisor; OR, a bachelor's degree with course work in aviation management; business, public administration, engineering or other fields directly relating to airport management; OR, any equivalent combination of training and /or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

A valid first aid card is required for employment.

Qualification and experience with general aviation (or larger aircraft) is desirable.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of quality management, team building, coaching, customer service, program planning, budgeting;
- federal, state and local regulations for operation of a public airport, including the FAR Part 139 Certification requirements;
- airport operations from a user's viewpoint;
- computer literacy and competency in word processing and spreadsheet applications;
- planned maintenance/preventive maintenance;
- FOD Program management and execution;
- safety program management;
- first aid methods and procedures;

Ability to:

- develop a team attitude within the maintenance work group and between that group and the rest of the airport and county;
- develop and implement a quality airport maintenance program;
- prepare/execute program plans, budgets, presentations, and reports;
- evaluate problems and develop win-win resolutions;
- read, interpret and apply technical material (state law, county code, building codes, EPA, DOE, PSAPCA, etc.);

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Spec No. 2020

### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- prepare, read, interpret and work from drawings, plans and specifications;
- establish and maintain effective work relationships with public and private officials, other county employees and the general public;
- communicate effectively both verbally and in writing;
- evaluate lease/rental/purchase equipment acquisitions and in-house/contract project maintenance.

### SUPERVISION

The employee receives administrative direction from the Airport Manager

### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county airport.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 1994

Previous Spec No. 340288

Revised: April 2012

EEO Category: 2 - Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous