

Facilities Manager

CLASSIFICATION - SALARY - Exempt

NATURE OF WORK

Reports to and receives general direction from the Airport Director and/or Director of Operations. This position is responsible for the direct supervision and management of the facilities maintenance team, and the overall direction of the airport's facilities and grounds maintenance. The manager must also ensure the airport is maintained in accordance with all Federal Aviation Administration Regulations and all other applicable statues regulations and requirements.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Ensures the proper operation, orderly condition, maintenance and repair of all airfield assets, public areas, associated grounds, and maintenance equipment
- Supervision is exercised over the work of all maintenance technicians
- Plans, schedules, and inspects work assignments and projects to ensure completion in a timely manner in accordance with airport and governmental requirements
- Inspect buildings, structures, and systems to determine the need for repairs or renovations
- Manage the upkeep and maintenance of airport equipment including vehicles, grounds maintenance equipment, and snowplows
- Maintain schedule of equipment, building, and pavement life cycles
- Maintains the airport in accordance with established policies and procedures
- Ensures safety in the operation of equipment and all facets of airport work
- Ensures all assigned personnel are trained in equipment operation and work procedures
- Prepares and presents recommendations for the maintenance department annual budget to the Director of Operations
- Develops the annual schedule of assets for all equipment, buildings, and improvements
- Responsible for purchasing maintenance supplies, and equipment in accordance with departmental budget or as directed by the Director of Operations
- Develops specifications of needed maintenance equipment and supplies, oversees bid process for maintenance equipment and supplies while ensuring compliance of applicable public purchasing laws
- Requires twenty-four (24) hour "on call" status for problems arising in areas of responsibility
- Responsible for coordinating all snow removal operations on the airfield and parking areas
- Completes various tasks as assigned by the Airport Director or Director of Operations

EDUCATION

Bachelor's Degree in Maintenance Management, Construction Management, or closely related degree. Experience may be substituted for degree.

Experience as facilities manager, airfield manager, or relevant position

Any equivalent combination of training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Well-versed in facilities management best practices

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Experience and/or training in the aviation sector or related field preferred

Ability to obtain and maintain an Indiana Motor Vehicle Driver's License

Airport Rescue and Firefighting certification preferred