

MAJOR FUNCTION

This is administrative, professional and managerial work directing the upkeep, preventative maintenance and repair of all facilities and grounds belonging to the City and situated on the 2,800 acres of land occupied by the Tallahassee Regional Airport. The incumbent manages staff that includes professionals, licensed trades workers, technicians, and service/maintenance personnel, and insures that all work is performed in adherence to standards set by state and federal regulatory bodies, airport administration, and contractual obligations. Duties also include serving as liaison with contractors and bidders on minor repair and maintenance contracts. Assignments received allow for considerable independent judgment and initiative in the selection of work methods and procedures for the Facilities Management Division to achieve desired standards in efficiency and effectiveness. Work is performed under the general supervision of the Director/Deputy Director of Aviation and the work is reviewed through observations, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, schedules and directs the Facilities Management Division for maintenance, repair and minor construction (including but not limited to structural, mechanical, electrical, and plumbing systems in the airport, its ancillary facilities, grounds, paved areas, lighting, exterior signage and airline passenger boarding bridges to meet or exceed standards set by regulatory bodies, airport administration, and contractual obligations and to assure continuous uninterrupted airport terminal, ancillary facilities and airfield operations. Ensures all required inspections and permits (i.e. Elevator, Fire Extinguishers, Fire Alarm System, Boiler etc.) are current. Ensures staff's compliance with Federal, State and Local requirements. Directs the interface with airport tenants to ensure that on-going maintenance and preventative maintenance management processes and procedures are in place to mitigate and correct problems in a timely, cost efficient manner. Prepares and monitors division's annual operating and capital budgets to assure functional responsibilities are accomplished on time and within budget constraints. Develops specifications for all minor construction and contractual services provided to the airport and its ancillary facilities. Ensures preventative maintenance schedules are established for equipment and monitors warranties, as appropriate. Coordinates Facilities staff for emergency exercises. Coordinates and ensures Facilities Management staff support to capital project development/construction. Keeps required records and reports. Directs on-call and after-hours maintenance for airport. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations for approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists Director/Deputy Director of Aviation as requested on major programs and projects for the department. Acts for Director/Deputy Director of Aviation as designated. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the operation and maintenance of the airline terminal, FAA Air Traffic Control Tower (ATCT), Aircraft Rescue and Fire Fighting (ARFF) Station, Hangars, and Freight buildings. Considerable knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules and regulations. Working knowledge of FAA Grant Assurances and FAA Advisory Circulars. General knowledge of the standard practices, tools, and terminology of the electrical trade. General knowledge of the construction and functions of airport electrical systems. General knowledge of the occupational hazards of the electrical trade and of the necessary precautions that may be employed. Some knowledge of high voltage current regulators. Some

knowledge of automatic high voltage switching systems and emergency transfer panels. Knowledge of standard housekeeping practices. Ability to read and comprehend blueprints, electrical diagrams, and printed circuit diagrams. Ability to draw electrical and printed circuit diagrams. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, plan, assign, instruct, review, and evaluate work assignments of supervisory employees. Ability to establish and maintain building and facility inspection checklists and associated documentation required to demonstrate proof of compliance. Skill in the care and use of pertinent tools and equipment. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, architecture, aviation business administration or construction management and five years of technical and professional experience that includes facility maintenance and operations at an air-carrier airport or a large scale aviation facility; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and maintain same, as a condition of continued employment.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 08-11-97
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