

**AIRPORTS FACILITIES MANAGER****NATURE OF WORK**

This is responsible administrative and supervisory work in the maintenance of airport landside and airside facilities.

An employee in a position allocated to this class performs a variety of important duties in developing and carrying out departmental programs related to the directing of airport landside and airside facilities maintenance activities at Palm Beach International Airport and three (3) general aviation airports.

Work involves planning, coordinating and supervising skilled craft workers engaged in the maintenance of mechanical and electrical/electronic systems indicative of a medium hub airport terminal and related systems. Administering service contracts for related airport services for a commercial airport facility and three general aviation facilities. Work also involves planning, coordinating and supervising airport construction projects and system enhancements. The emphasis of the work is on conducting a comprehensive facilities maintenance program to ensure maximum airport operating efficiency. Work is performed under the general supervision of the Deputy Director of Airports Operations & Maintenance Division and is reviewed for effectiveness of operations.

**EXAMPLES OF WORK**

Issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Plans, coordinates and supervises all phases of airport facilities maintenance through a large staff of skilled crafts workers and unskilled workers engaged in the maintenance and repair of airport facilities and equipment.

Ensures essential systems are maintained and kept fully operational including: life safety systems, security card access and surveillance systems, power distribution systems, emergency back up power systems, HVAC, baggage transit, aircraft 400<sub>hz</sub> power and cabin air systems, passenger loading bridges, escalators & elevators, structural and roofing systems, airport signage and information systems, and related peripherals.

Makes periodic maintenance inspections; recommends building and facilities repairs and improvements; estimates time, labor and materials requirements.

Prepares program budget; maintains records; prepares and submits reports; prepares specifications for equipment and maintenance service contracts.

Monitors airport construction projects to ensure compliance with plans and specifications.

Investigates complaints from the general public, airport tenants and fixed based operators; resolves complaints through determination of maintenance or repair needs.

Performs related work as required.

**AIRPORTS FACILITIES MANAGER- CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the methods, practices and techniques used in the maintenance, repair and construction of airports buildings, facilities and equipment.

Considerable knowledge of methods and practices of the building, mechanical and electrical trades.

Considerable knowledge of the methods and practices of mechanical systems maintenance for loading bridges, conveyor belts and related operations.

Considerable knowledge of electrical and electronic security systems and subsystems.

Knowledge of pertinent building and fire codes as related to airport facilities.

Knowledge of Federal Air Regulations (FAR's) and requirements pertaining to the maintenance of airports facilities.

Ability to read and interpret engineering plans and specifications.

Ability to plan and supervise the work of a large number of subordinates.

Ability to communicate effectively orally and in writing.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major coursework in Civil Engineering, Construction Technology or related field; and five (5) years experience supervising industrial facility maintenance and construction or equivalent combination of training and experience.