

September 2019

**POSITION TITLE: AIRPORT FACILITIES MANAGER**

**DEPARTMENT: OPERATIONS**

**LOCATION: DULUTH INTERNATIONAL AIRPORT**

**OVERVIEW:**

Airport Facilities Manager determines the scheduling of routine maintenance of building equipment (baggage conveyor belts/claims, lights, plumbing, doors, etc.). Performs light maintenance, cleaning, repair to HVAC components, snow removal, and grounds keeping duties at the Duluth Airport Authority (DAA) properties. Work will include weekend call outs. Serves as a working manager for building/parking lot maintenance under the direction of the Director of Operations. Responsible for planning, scheduling and supervision of the general maintenance of the passenger terminal, passenger terminal parking lot and the air traffic control tower building and other campus buildings totaling nearly 400,000 square feet. Determine and schedule maintenance to include ordering, receiving and completing inventory of maintenance parts and supplies. Directs and monitors the performance of personnel assigned to building maintenance and custodial areas. Provides motivation and guidance to maintain a high degree of teamwork and morale among the workers. Sets the standard for personal appearance and image in the functional area by guidance and personal example.

**JOB DUTIES:**

- A. Supervise and perform a variety of cleaning and maintenance of the DAA buildings, grounds, and traffic areas which include the following tasks:
- Provide positive leadership role for contract and DAA employees.
  - Supervise and coordinate parking lot maintenance.
  - Shovel, plow, blow, and haul snow from roadways, parking lots, and sidewalks.
  - Sand roadways, parking lots, and sidewalks.
  - Operate motorized grounds maintenance and snow equipment to include skid steers and loaders.
  - Cut grass, trim trees, and other duties to beautify the grounds controlled by the airport.
  - Make repairs to building lighting, electrical, plumbing, HVAC, doors, windows, etc., and other mechanical fixtures in DAA owned buildings.
  - Clean, paint, and repair of building walls, doors, etc. as required to maintain DAA property in good condition.
  - Operate vehicle and equipment on runways and taxiways while using radio to talk with the air traffic control tower and others.
  - Maintain service records of baggage belts/conveyors/claims, landside vehicles, mowers, snow blowers, mechanical and HVAC equipment.
  - Supervise daily work and keep records of work accomplished by workers in DAA owned buildings.
  - Vendor point of contact for purchasing.
- B. Planning, evaluating, and perform property management:
- Provide regular input to the Director of Operations on operational issues, equipment, and safety matters.
  - Inspect DAA buildings and grounds to ensure clean and safe conditions.
  - Troubleshoot and correct equipment malfunctions.
  - Recommend required repairs and how they should be accomplished.
  - Address questions and complaints from tenants of DAA facilities and the general public.
  - Coordinate and ensure tenant actions are in compliance with lease agreements.
  - Coordinate with the Director of Business Development lease issues and actions concerning terminal, tower and other DAA owned buildings.
  - Maintain temperature and humidity levels in buildings by monitoring appropriate controls.
  - Maintains knowledge of applicable tenant leases and terms.
- C. Supervision of assigned staff:
- Adhere to DAA policies regarding dress, code of conduct, and behavior.
  - Planning, scheduling, and assigning work of building and grounds maintenance staff. Keep records of assigned/completed tasks.
  - Train and evaluate work of building and grounds maintenance staff. Coordinate discipline of staff with Operations Director.

- Monitor work sites to ensure compliance with established method, guidelines, and procedures.
- Order supplies, maintain records, and prepare report as directed.

D. Perform other related duties:

- Work assigned shifts (which include weekends – snow events) and emergency call outs that may occur at any hour or day to include nights, weekends, and holidays.
- Perform tasks using hand tools, power tools, as required.
- Other duties as assigned by the Operations Director.

**JOB REQUIREMENTS:**

A. Experience and Education:

- A high school diploma or validation of high school diploma.
- Knowledge of equipment used in the building maintenance department.
- Demonstrate supervisory skills and abilities.
- Demonstrated interpersonal communication skills.
- Demonstrated knowledge of safe and efficient operation of a loader and skid steer.
- Demonstrated knowledge of computer use in preparing reports and record maintenance.
- Operate vehicles on runways and taxiways while using radio to talk with the air traffic control tower and others.

B. License Requirements :

- Possession of valid Minnesota Class D Driver's License.
- Ability to obtain Special Boilers License with State time requirements.

C. Knowledge Requirements:

- Knowledge of cleaning and maintenance materials, methods, and equipment.
- Knowledge of methods, materials and tools used in building construction, maintenance, and inspection including carpentry, painting, plumbing, electrical, and HVAC , practices and procedures.
- Knowledge of applicable tenant leases.
- Knowledge of applicable safety laws and regulations.
- Knowledge of applicable local, state, and federal laws and regulations related to the building trades and OSHA requirements.
- Knowledge of accepted supervisory practices.
- Knowledge of basic office procedures, to include typing, computer use, Microsoft Office Suite use, filing and maintaining reports.
- Knowledge of Transportation and Security Administration (TSA) Part 1542 Airport Security Rules and Regulations.
- Knowledge in energy efficiency to include rebates, vending, controls, HVAC controls, etc.
- Working knowledge of FAA rules and regulations, to include FAA Tower communication procedures.
- Knowledge of basic Information Technology architecture.
- Knowledge of basic computer controlled access and closed circuit television systems.

D. Skill Requirements:

- Skill in performing duties related to carpentry, painting, plumbing, electrical, and HVAC practices.
- Skill in effectively communicating verbally and in writing.
- Skill in planning and implementing strategic plan(s).

E. Ability Requirements:

- Must be able to prepare, maintain, manage and brief budget.
- Must pass background checks, drug test and be capable of meeting and maintaining FAA security requirements for unescorted access in the Security Identification Display Area (SIDA)
- Ability to monitor operations and prioritize the work.
- Ability to transport oneself to, from, and around various airport sites and off-site meetings or training.
- Ability to use a computer to maintain accurate records and prepare required reports.
- Ability to estimate project costs and evaluate cost effectiveness of operations.
- Ability to plan, co-ordinate, and evaluate projects.

- Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants, and the public.
- Ability to investigate new products or contracted services, collect bids, and make price comparisons.
- Ability to perform mathematical calculations for budgetary purposes and estimate the cost of materials.
- Ability to use hand and power tools.
- Ability to use janitorial and building maintenance equipment.
- Ability to operate snow removal equipment in all kinds of weather, if necessary.
- Ability to shovel sidewalks and stairs.
- Ability to operate snow removal equipment for long intervals in all kinds of weather, if necessary.
- Ability to obtain certification and licenses necessary to perform essential job functions.
- Ability to use good judgment and work independently under limited supervision.
- Ability to provide a positive leadership role for the contract and DAA employees.
- Ability to provide motivation and guidance to maintain a high degree of teamwork and morale among workers.
- Ability to set the standard for personal appearance and image in the functional area by guidance and personal example.
- Ability to work in dusty, dirty, wet, and/or cold environmental conditions.
- Ability to work outdoors in all type of weather.
- Ability to climb, balance, stoop, and reach.
- Ability to lift and carry material and tools weighing up to 50 pounds on a regular basis.
- Ability to push and pull material and tools weighing up to 150 pounds on a regular basis.
- Ability to occasionally kneel, crawl, and work in confined or high places.
- Ability to occasionally lift and carry with assistance up to 100 pounds.
- Ability to hear and use various equipment which requires good hearing.
- Ability to have vision/corrected vision to operate equipment and perform essential job functions.
- Ability to attend work on a regular basis.
- Ability to work non-standard hours or be on-call as necessary including evenings, nights and weekends.
- Ability to plan self-improvement training
- Ability to operate and program computer controlled access and closed circuit television systems.

**RELATIONSHIPS AND CONTACTS:**

A. Organizational:

- Daily contact with the Director of Operations.
- Daily contact with airport tenants, contract maintenance, DAA maintenance employees, Director of Finance, Director Business Development and Airside Manager
- Frequent contact/communication with Executive Director.

B. Supervisory:

- Work under the supervision of the Operations Director.
- Assist with the supervision of DAA and contract employees assigned to the building/parking maintenance and custodial areas.
- Assist with managing construction projects and contracts throughout the Airport campus.

**EQUAL OPPORTUNITY POLICY:**

It is the responsibility of every employee to perform in a manner consistent with the policy of the Duluth Airport Authority to provide equal opportunity to all persons. This policy prohibits discrimination in all aspects of Duluth Airport Authority policies, programs, practices, and operations.

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DAA Facilities Manager

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DAA Executive Director