



May 3, 2023

**VACANCY POSTING: SKY HARBOR MANAGER**

The Duluth Airport Authority is accepting applications for the position of Sky Harbor Manager.

Salary Range: \$40,499 - \$62,966

Benefits: Health Insurance, Dental Insurance, Life Insurance, PERA Pension Contributions, Cafeteria Benefit, Ability to participate in Minnesota Deferred Compensation Plan, Vacation Time, Sick Time, Personal Time

The Duluth Airport Authority is an Equal Opportunity Employer.

**Please submit a cover letter and resume to [daa@duluthairport.com](mailto:daa@duluthairport.com) by May 24, 2023, at 4pm CST.**



# DULUTH AIRPORT AUTHORITY

**POSITION TITLE:** SKY HARBOR MANAGER

**DEPARTMENT:** OPERATIONS

**LOCATION:** DULUTH INTERNATIONAL & SKY HARBOR AIRPORTS

**OVERVIEW:**

This position is responsible for managing the daily operations of Sky Harbor Airport in order to provide a safe, clean, efficient, and self-sustaining aviation facility for the community. Under the direction of the Director of Operations, Sky Harbor Airport Manager assists Duluth Airport Authority leadership in developing and implementing strategic objectives in order to achieve this goal. This position interfaces with staff, tenants and the public and must maintain a positive and professional public image.

**ESSENTIAL DUTIES & RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED):**

**A. OPERATIONS AND MAINTENANCE FUNCTIONS:**

1. Conducts all day-to-day operations and maintenance activities.
2. Conducts daily safety inspections of runway, taxiways, apron, and airfield lighting.
3. Establishes and adheres to safety standards.
4. Oversees the issuance and cancellation of NOTAMs for Sky Harbor Airport.
5. Safely operates light and heavy vehicles on airport property and public roadways, to include airport movement areas such as runways and taxiways.
6. Performs grounds maintenance through a variety of activities such as grass cutting, tree trimming, debris removal, etc.
7. Conducts snow removal operations on airport surfaces (including the runway, taxiways, apron, sidewalks, and landside facilities).
8. Performs light maintenance on snow removal/grounds equipment and coordinates with SRE personnel to ensure that preventative maintenance of fleet vehicles occurs in a timely and cost-effective manner.
9. Maintains and improves facilities and airport systems including making minor repairs to plumbing, electrical, HVAC, airfield lighting, fencing, gates, vehicles, equipment, dock, launch ramp and aircraft fueling components, painting.
10. Performs janitorial duties to include cleaning, sweeping, mopping, etc.
11. Safely operating vehicles on airport property and public roadways, to include airport movement areas such as runways and taxiways (this will require radio communication with aircraft traffic).
12. Communicates clearly and concisely over a radio with aircraft traffic.
13. Other duties as assigned by Operations Director

**B. ADMINISTRATIVE FUNCTIONS:**

1. Maintains relationships with the stakeholder and surrounding community and interfaces with partner agencies while representing Sky Harbor Airport in a positive and professional manner.
2. Develops, maintains, and implements budget and responsible budget management practices to accomplish organizational objectives.
3. Develops and implements annual goals, aligning with the DAA's Strategic Plan.
4. Ensures the airport's compliance with applicable federal, state, and local statutes as required.
5. Coordinates with airport tenants to ensure that operations are in accordance with applicable lease agreements and enforces agreement requirements.
6. Manages bulk aviation fuel purchases, tracks fuel sales, and adjusts fuel pricing to be competitive with rates at regional airports.
7. Coordinates with DAA staff to generate invoicing for aircraft ramp parking fees and tenant fuel purchases.
8. Coordinates with the Director of Operations and other DAA staff to ensure appropriate staff coverage for the airport during periods of scheduled and unscheduled leave.
9. Coordinates with the Director of Communications & Marketing to develop community events and marketing opportunities for Sky Harbor Airport.
10. Plans, coordinates, and evaluates projects.

11. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **A. EDUCATION & EXPERIENCE**

1. Bachelor's degree in aviation management or a related field preferred; and/or
2. Two (2) years of experience in building and grounds maintenance

#### **B. LICENSE REQUIREMENTS**

1. Possession of a valid state driver's license or privilege by the date of appointment or thereafter.
2. Possession of a Private Pilot License is strongly preferred.

#### **C. SKILL & ABILITY REQUIREMENTS**

1. Communicate effectively, both verbally and in writing, with internal and external entities.
2. Proficiently use and operate Microsoft Office Suite and Adobe Acrobat, Netsuite and other computer systems.
3. Exhibits leadership qualities such as adaptability, dependability, and accountability and exercises professional discretion and judgement.
4. Consistently and independently prioritize one's own work and operate under the general direction of the Director of Operations.
5. Establish and maintain professional working relationships and complex inter-organizational relationships.
6. Analyzes problems, identify alternative solutions, project consequences of proposed actions, and to implement recommendations in support of goals.
7. To perform all essential duties and responsibilities in a professional and satisfactory manner
8. To work non-standard hours or to be on-call, including evenings, nights, and weekends, as necessary.
9. Ability to pass background checks, drug test and be capable of meeting and maintaining TSA security requirements for unescorted access in the Security Identification Display Area (SIDA)

### **DESIREABLE JOB KNOWLEDGE**

1. Knowledge of Federal Aviation Regulations and MN/DOT Office or Aeronautics regulations, including use of the NOTAM system.
2. Knowledge of FAA and MnDOT functions and interactions
3. Knowledge of aviation terminology
4. Knowledge of facilities, janitorial and property management and safety processes and standards.
5. Knowledge of aviation infrastructure and airport operations.

### **WORKING CONDITIONS & PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; heat; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell sometimes in high or confined locations. The employee must occasionally lift and/or move up to 100 pounds and push/pull up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.