



*Seeks Qualified*

## ***Manager of Airport(s)***

***Richland, Washington***

**Salary: \$90,000 – 110,000 DOQ**

The Port offers a generous benefits package that includes paid medical/dental/vision health insurance for the employee and dependents through the Washington Health Authority, retirement benefits with Washington State PERS, deferred compensation, and other opportunities for retirement investments.

### **Position Overview**

Airport (Operations) Manager is a working manager position that organizes, supervises, and participates in the maintenance, repair, and construction of airport property; access roads, specialized equipment, airport buildings, aircraft hangars, runway lighting, airport electrical, and other airport facilities as required.

This manager reports directly to the Executive Director and is responsible for managing the operational and managerial activities of the Port's two airports, which are located in the cities of Richland and Prosser. Responsible for overseeing all aviation activities at both airports, this manager is responsible for working closely with tenants, contractors, stakeholders, and regulatory officials to ensure the airports are operationally safe, responsive to customers, productive, and fiscally efficient. The Richland airport offers two runways, localized approach communications, re-fueling services that are privately owned at both airports, base operation of over 150 ties down slots, and pilot services. This position will be responsible in oversight, compliance, and management, with support from the Ports Leadership Team, for 42 leases inside the fence at the Richland Airport and 21 active leases at the rural GA Prosser Airport. Grow potential is planned in coordination with FAA for both airports and increased corporate activity is desired.

The Airport Manager is part of the Leadership Team and works collaboratively with the Finance, Real Estate/Property Management, Facilities and Engineering managers to ensure the Port serves its customers, community partners, stakeholders, and economic sustainability of the region.

The employee must respond to emergencies on 24/7 bases but typically works a Monday-Friday workweek. The position is FLSA exempt.

To learn more about the Port of Benton and the Airport Manager position visit our website:

<https://portofbenton.com>

### **Essential Job Duties – Manager of Two General Aviation Airports (Richland-RDL and Prosser-S40)**

Plan, direct, manage and oversee day-to-day general aviation activities for two airports as follows: maintain viable and accessible runways, building facilities, airport security and fire protection, manage plane traffic/air traffic communications in accordance with the Federal Aviation Association and WSDOT aviation

standards and regulatory requirements (Wildlife Hazard Mitigation/Notices to Airmen of potentially hazardous conditions).

Initiate and sustain a positive, productive, and engaged relationship with Port customers, tenants, vendors, stakeholders, and business leaders in the Tri-Cities region. Consistently message the value of establishing a business relationship with the Port of Benton.

Prepare presentations to Board of Commissioners at meetings regarding Richland and Prosser Airport projects or issues. Ability to attend early morning or evening meetings, as may be required from time to time.

The ability to communicate verbally and in writing in a clear and concise manner the value and significance the Port brings to the Tri-Cities region is essential. The Port's audience includes those in the general aviation community, business/land developers, tenants, local-regional-global elected officials and stakeholders, and the communities throughout Southeastern Washington.

Make optimum decisions in stressful situations after completing thorough analysis of the issue/crisis, consider a range of feasible solutions, and prioritize the implementation of the selected solution that complies with regulatory requirements and best aligns with the Port standards and values.

Manage all phases of construction projects and environmental projects including review of engineering plans, creation of a scope of work, contract preparation and review, bid notice preparation, presenting bid results, supervision of actual construction, and coordination of work with other governmental agencies.

Responsible for overseeing fiscal accountability of airport operations, equipment inventory and maintenance schedules, and acquisition of materials in support of construction initiated by the Port.

Critical to the success of this manager is the ability to work collaboratively and cooperatively with colleagues at all levels of the organization. The Port's Leadership Team works as a cohesive team in serving customers, tenants, stakeholders, regulatory partners, and the economic communities throughout the region.

**Typical Daily Tasks** (Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

- Ability to develop and maintain positive relationships with co-workers, supervisors, vendors, tenants and the public in general.
- Ability to plan, organize, prioritize and independently perform work assignments under infrequent supervision.
- Ability to read maps, drawings and building plans in electronic or paper format.
- Knowledge of standard office software and basic knowledge of GIS and social media platforms.
- Basic knowledge of airport operations.
- Ability to visit airport development sites, leased sites and other sites, to walk on all types of terrain and be outdoors in all types of weather conditions.
- Assigns personnel and coordinates equipment needs for the maintenance, construction and repair work on airport buildings, grounds, and other facilities such as runway lights, rotating beacons, and airport weather stations at both airports.
- Coordinates with FBO(s) and response to emergency services
- Operates and supervises those who operate a wide variety of airport-related machinery including tractors, rotary mowers, forklifts, scissors lifts, pickup trucks, snowplows, weed-eaters, sprayers, and backhoe attachments. Operates hand tools, power tools, light and heavy equipment. Uses safety

equipment properly.

- Participates in various maintenance, repair, and construction tasks. maintaining the Airport Weather Observation System, pavement maintenance and marking, weed control, and minor access-road maintenance at both airports.
- Patrols and inspects airport roads, facilities, and property to identify potentially hazardous conditions; recommends, as well as organizes and budgets for maintenance or construction projects to correct problems at both airports.
- Orders supplies and materials needed to perform assigned projects.
- Maintains appropriate records as needed/required.
- Reviews work in progress to ensure safety standards are met as well as being compliant with all state and federal standards and regulations, and upon completion for overall quality of work.

### **Minimum Requirements/Job Qualifications**

U.S. Citizen or legally eligible to work in the United States.

An Association's or Bachelor's degree in Aviation Science or Aviation Management/Operations or Public Administration, or business management with a concentration in aviation or a similar field. Applicants with a bachelor's degree are preferred.

Two (2) years of increasingly responsible experience managing the operational and administrative functions of a small general aviation airport or similar management experience. Prior experience in working within a government entity is preferred.

Valid Washington State Driver's License and driving record acceptable to the Port.

Must have a Washington State Driver's License or be able to acquire a license in 30 days of being hired. Must have a clean driving abstract with no infractions within the last 3 (three) years.

Pilots license is preferred, however not a requirement for this position.

Successfully pass WSP WATCH Background Check.

Must complete a thorough pre-employment screening process. Applicants may be subject to a criminal record check and have no criminal activity within the last ten (10) years. Applicants may be subject to drug testing as required by U.S. Code 8103 (Drug-free workplace requirement for Federal grant recipients).

### **Work Environment/Physical Demands**

This employee works in the office or enclosed buildings (50% office/meetings 50% in the field), although there will be extended periods when the employee will work outside. The weather in the Tri-Cities region during the summer months can reach temperatures near 100 degrees and fall below 10 degrees during winter months with significant snow. Ability to tie-down planes requires reaching and bending, and a need to lift to 40-60 pounds.

The employee will need to drive a Port owned vehicle when work tasks mandate.

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**TO APPLY: Send Resume to Sheri Collins at [collins@portofbenton.com](mailto:collins@portofbenton.com) Position opened until filled.**