

JOB ANNOUNCEMENT

AIRPORT MANAGER CITY OF ROLLA DEPARTMENT OF PUBLIC WORKS

Grade Classification Airport Manager Grade G6 \$51,788.85 to \$71,687.88 annually DOQ

Description of Basic Duties: This position is the Division Head of Airport Operations for airport activities in the Department of Public Works. Responsibilities include supervision of airport operations and maintenance. This employee must exhibit the ability to direct, organize and execute policies and procedures of all functions within the Division and represent the City at public meetings. An employee of this class provides assistance to the Public Works Director in the complete operation and maintenance of all airport operations. Assignments require considerable technical sophistication and problem solving creativity. An employee in this class must work independently and deal effectively with the citizenry and airport users. The position requires exceptional leadership, communication and organizational skills to create a professional organization delivering the highest level of customer service to pilots, airport tenants, transient operations, and the flying public. Work also involves responsibility for planning and organizing a airport capital improvement and maintenance program; for maintaining and improving the condition of airport infrastructure facilities, runways, taxiways, flight center, and hangars.

Knowledge, Skills and Abilities: Education and Experience:

- (A) Minimum of five years of airport operations experience is required, demonstrating increasing degrees of responsibility with experience in the following areas: budget preparation, long-range planning, airport and aircraft maintenance, property management, supervision, and administration of general operations, public relations, and capital projects;
- (B) Extensive knowledge of aircraft and airport operations;
- (C) Two years of management experience preferred;
- (D) Considerable knowledge of property maintenance;
- (E) Ability to plan, organize, lead and direct the work of the Division;
- (F) Ability to establish and maintain a working relationship with airport users, subordinates, contractors, architects, engineers, property owners and municipal officials and the general public;
- (G) Ability to communicate effectively both orally and in writing.

Physical Demands: The physical demands are contained in the full job description and are representative of those that must be met by an employee to successfully complete the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other Requirements: Possession of a valid Class F license as issued by the State of Missouri.

People interested in this position should submit an application to Rolla City Hall, Public Works Department, 4th floor, 901 North Elm Street, Rolla, Missouri, 65401. Applications will be accepted until position is filled. Full Job Description available at City Hall, Public Works Department, 901 North Elm Street, Rolla, Missouri, 65401.

POSITION DESCRIPTION

Job Title: Airport Manager
Department: Public Works
Date: November 17, 2025

Grade Number: 6
FLSA: Full-time, Exempt

GENERAL PURPOSE

This position is the Division Head of Airport Operations for airport activities in the Department of Public Works.

Responsibilities include supervision of airport operations and maintenance. This employee must exhibit the ability to direct, organize and execute policies and procedures of all functions within the Division and represent the City at public meetings. An employee of this class provides assistance to the Public Works Director in the complete operation and maintenance of all airport operations. Assignments require considerable technical sophistication and problem solving creativity. An employee in this class must work independently and deal effectively with the citizenry and airport users. The position requires exceptional leadership, communication and organizational skills to create a professional organization delivering the highest level of customer service to pilots, airport tenants, transient operations, and the flying public.

Work also involves responsibility for planning and organizing a airport capital improvement and maintenance program; for maintaining and improving the condition of airport infrastructure facilities, runways, taxiways, flight center, and hangars.

SUPERVISION RECEIVED

Work is performed under the general managerial and technical direction of the Public Works Director who reviews work for program effectiveness and conformance with established policies through review of records, reports and reactions from the airport users.

SUPERVISION EXERCISED

Supervision is exercised over subordinate Airport employees, while overseeing and directing full-time and part-time employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

Plans, schedules, supervises and reviews the work of airport crews engaged in operations and maintenance of all city-owned infrastructure; Provides technical assistance to subordinates as needed or on difficult and unusual cases; supervises the maintenance of technical records; Supervises and makes inspections of airport property, investigates and makes recommendations regarding complaints concerning airport users use of city-owned facilities; Attends, participates and represents the division at various professional meetings of related agencies and associations; Confers with contractors, engineers, architects, citizens and other interested parties; Explains and interprets department policies and regulations.

Provides leadership and serves as the primary representative for airport operations; Oversees airport-related budget and ensures sustainability for operations and maintenance; Interact with federal, state, and local officials; Supervises and maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; Assists Public Works Director in the preparation of reports, plans and studies as needed; and performs other work as required.

Completes performance reviews for supervised employees

PERIPHERAL DUTIES

Communicates with general public regarding policies.

Assists staff in performance of their duties as required.

Support community relations and economic development of the airport, including exploring and facilitating new business opportunities and retention of tenants.

JOB CONTEXT

The Airport Manager works regular, year-round hours with weekly overtime. There is occasional night work associated with this position, no shift work, and this person is on call. The stress level for this position is moderately high and varies with activities. 65% of the work for this position is indoors; 35% is outdoors and requires working in all types of weather conditions. The Airport Manager is accountable for fiscal, budgetary, safety, and legal issues for which this position is responsible.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Minimum of five years of airport operations experience is required, demonstrating increasing degrees of responsibility with experience in the following areas: budget preparation, long-range planning, airport and aircraft maintenance, property management, supervision, and administration of general operations, public relations, and capital projects;
- (B) Extensive knowledge of aircraft and airport operations;
- (C) Two years of management experience preferred;
- (D) Considerable knowledge of property maintenance;
- (E) Ability to plan, organize, lead and direct the work of the Division;
- (F) Ability to establish and maintain a working relationship with airport users, subordinates, contractors, architects, engineers, property owners and municipal officials and the general public;
- (G) Ability to communicate effectively both orally and in writing.

Necessary Knowledge, Skills and Abilities:

- (A) Applicants must have management and supervisory ability with five years experience or an equivalent combination of training and experience. Such experience must be of an increasingly responsible nature and must include supervision of an operation and maintenance activity in the field of aviation.
- (B) Missouri Drivers License; Class F.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the property maintenance and plane fueling operations. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is generally required to stand; walk; use hands to finger, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is generally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee generally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.