

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Carbon County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. 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 change.

Job Title:	Red Lodge Airport Manager	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Department:	Airport	Reports to:	Carbon County Airport Board	

Work Unit Overview: The Red Lodge Airport is a public airport for private air travel and emergency services.

Job Summary: The Airport Manager provides management and policy implementation for the Red Lodge Airport.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Implement Airport operations to ensure compliance with existing environmental standards and government regulations. Administer, manage, and supervise contractors involved with the Airport across a wide service area.
- Inspect aviation and Airport facilities, including the runway, taxiway, and tie down areas, and other airport related facilities including trucks and other equipment, and arrange for corrective maintenance work.
- Snow plowing, with the airport snowplow truck, of ramp and tie down areas and taxiway and runway within 48 hours of the end of snowfall and if ambient temperature is above 0 degrees Fahrenheit.
- Arrange for Notams with the FAA and inform the Great Falls Automated Flight Services of runway conditions.
- Confer with governmental officials, businesses, commercial representatives, and the general public about development and operation of Airport matters.
- Arrange and/or attend meetings and conferences with governmental, civic, and aviation organizations.

- Maintain good working relationships with fixed base operators, government agencies, airport organizations, legislators, and community/airport participants.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 50 pounds.
- Work occurs primarily outdoors, with frequent tours of tarmacs and runways, airport hangars, and storage areas.
- May involve occasional travel by auto to attend meetings with community partners.

Knowledge, Skills, and Abilities:

This job requires knowledge of Federal, State, and local rules and regulations affecting airport operations, current and proposed legislation as it affects airports and air transportation in general, and airport security and safety.

This job requires the ability to organize, manage, and evaluate the operation of an airport facility; interpret and apply local state and federal rules, regulations and ordinances; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; establish cooperative relationships with the public; establish and maintain effective working relationships with county management personnel, employees, and the public in carrying out sound management policies.

Education and Experience:

The job requires education and experience equivalent to a combination of training, education and experience that would provide the opportunity to acquire the knowledge and abilities listed. Aviation or related background is highly desirable.

Incumbents are required to undergo a background check as determined by County Policy. Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of Montana to perform the essential job functions of the position.