

**CARBON COUNTY
PART-TIME POSITION
RED LODGE AIRPORT**

POSITION: PART TIME AIRPORT MANAGER

JOB DESCRIPTION: Implement Airport operations to ensure compliance with existing environmental standards and government regulations. 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. This position averages less than 200 hours per year.

QUALIFICATIONS: 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 or ability to obtain the same. Aviation or related background is highly desirable.

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's office or online at <http://co.carbon.mt.us/employment>. Please see reasonable accommodations and employment preference on application. In addition, a cover letter is requested to share how your education, experience, knowledge, skills, and abilities meet the necessary qualifications for this position. Applications will be accepted until 5:00 P.M. on Friday September 4, 2020 at the Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11th Street, Red Lodge, Montana or P.O. Box 887, Red Lodge, MT 59068. Employment is contingent on successfully completing a background check and pre-employment drug test.

Equal Opportunity Employer

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