

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Airport Manager	Grade: PT-35
Department: Airport	FTE: 0.5
Reports to: Airport Commission and Mayor	

POSITION SUMMARY

The Airport Manager (the “Manager”) is key to the commitment by the City of North Adams Airport Commission (the “Commission”) to operate the Harriman & West Airport (the “Airport”) safely and efficiently, and in full accordance with Massachusetts General Laws and FAA regulations. The Manager is appointed by the Commission, and is responsible to the Commission for the proper maintenance and operation of the Airport and its facilities. The Manager is responsible for carrying out the required functions herein as well as special duties assigned by the Commission. The Manager shall be qualified by general management experience and aeronautical knowledge.

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PRIMARY DUTIES

- Provides real-time information about the Airport to the City, the Commission, authorities, consulting engineers, and other parties contacting the Airport via telephone, text, and email through nationally published modes of contact.
- Confirms that the runway, taxiways, and ramp areas are operational. Monitors conditions at the Airport and surrounding airspace, and reports any changes in conditions as necessary to Albany Flight Service Station for issuance of NOTAMS.
- Be available to all Airport users, including but not limited to: business based at the Airport; owners of aircraft based at the Airport; transient pilots; aircraft charter companies; local municipalities; and local, state and federal law enforcement. Manage requests for information and complaints, advocate for the Airport and attend the annual CIP meeting at Massachusetts DOT Aeronautics Division.
- Supervise maintenance of the Airport and its equipment, such as: snow removal, grass mowing, fence management, brush and tree removal, drainage ditch and culvert upkeep, and equipment repair.
- Manage and monitor functionality of Airport systems, such as the av gas system, wind tee, wind sock, runway lighting, and gate key cards. Ensure systems remain operational by making minor repairs as needed, or arrange for repairs to be made by other city departments or outside vendors if required.
- Organize airplane parking at tie downs, and verify airplanes are properly secured to tie downs in adverse weather conditions.
- Attend all Airport project meetings, and keep the Commission Chairman and/or entire Commission informed about the status of the Airport. This includes providing a monthly written report to the Commission, and attending regularly scheduled monthly Commission meetings.
- Complete special projects and duties as assigned by the Commission.

EXPERIENCE AND QUALIFICATIONS

- Bachelor’s degree in aviation management, transportation planning, or related field; preferred
- Minimum of three (3) years' experience in airport operations/administration at a public-owned airport, five (5) years' preferred.
- Experience in supervising other staff/personnel and managing employee performance.
- Thorough working knowledge of applicable FARs, advisory circulars, and Massachusetts laws and regulations related to airport operation, design, construction/alteration and development.
- Valid Massachusetts Class D driver’s license preferred.
- Ability to obtain a Massachusetts Airport Manager’s License within six months.
- Accredited Airport Executive credentials a plus.
- Flexibility with scheduling; be available for occasional early morning or evening hours beyond the standard workday.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

Operates standard office equipment including computers at efficient speed; and move throughout the municipal building which may include flights of stairs. Lifts/moves objects weighing up to 10-20 pounds. Most duties are performed in normal office setting or at meetings, but some fieldwork is required from time to time. Fieldwork is generally outdoors in a variety of weather conditions, including inclement weather. Duties may require moderate physical exercise such as walking through wooded areas, wetlands, hilly terrain and construction sites

APPLICATION PROCESS

Applications will be accepted until the position is filled with first consideration given to those received by 4:00 pm on June 3, 2021.

Please include North Adams application, cover letter, resume and three references in one pdf file. Applications should be sent to:

Michelle Ells
Mayor's Office
City Hall
10 Main Street
North Adams, MA 01247

or by email to mells@northadams-ma.gov

Applications will be kept confidential until finalists have been identified.

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.