

COMMONWEALTH PORTS AUTHORITY
Position Description

AIRPORT MANAGER - SIA

Code 400

Nature of Work

Difficult and highly responsible for the overall management and supervision of airport operations at Saipan International Airport.

This employee is ungraded and responsible for the overall management and supervision of the operations at Saipan International Airport consisting of a large number of personnel. Work is reviewed through conferences with the Executive Director or his designee, and submission of reports. Employee exercises proper judgment in solutions to situations or problems in which no clear precedents exist.

Examples of Duties (Illustrative)

1. Plans, assigns and direct the activities of the entire airport operations.
2. Implements policies, rules and regulations as mandated by law or required by the CPA Board of Directors.
3. Responds to crisis, urgent or emergency situations, e.g. aircraft crash rescue operation, typhoons, earthquakes, floods, terrorist threats in accordance with CPA emergency response plan and FAA procedures.
4. Instructs subordinates in the proper application of methods, practices, procedures and techniques of the respective areas of operation, e.g. runway maintenance, aircraft operation area (AOA), taxiway, airfields, general aviation area, commuter terminal and main terminal.
5. Develops detailed procedures for operation manual and ensures conformity with FAA standards and regulations.
6. Adjusts schedules because of temporary higher work loads or temporary personnel loss.
7. Reorganizes work to increase effectiveness, productivity, and job satisfaction.
8. Justifies substantial changes to staffing levels, budgets, priorities and/or services.
9. Prepares budgets and departmental capabilities.
10. Assigns and reassigns personnel based on special qualifications, departmental capabilities, or resources.
11. Explains work requirements; trains on difficult or new equipment; and solves technical problems.
12. Applies theories, methods and techniques necessary for favorable results.
13. Supervises overall training programs of Operations.
14. Ensures departmental compliance with applicable local, FAA standards, OSHA and CPA rules and regulations.

Code 400 (continuation)

15. Holds discussions with the Executive Director or his designee, Air Traffic Control Tower Manager, airport tenants, department heads, and other personnel to effectively direct the activities of the Operations Department.
16. Participates and assists in the coordination of emergency drills.
17. Participates in the airport's hazardous material control program.
18. Monitors activities and brings department into compliance with OSHA regulations
19. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the overall functions of the Operations Department.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of airport operations.
4. Knowledge of applicable local ordinances, Federal and FAA standards and regulations.
5. Ability to apply principles and theories of airport operations proficiently.
6. Ability to organize, assign and direct assignments to personnel.
7. Ability to multi-task and establish priorities.
8. Ability to motivate personnel.
9. Proficient with the English language ---- both orally and in writing.
10. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.
11. Knowledge of operating computer software including spreadsheet (Word, Excel).

Minimum Qualifications

Possess a four (4) year degree from an accredited U.S. college or university with no less than four (4) years of progressively responsible experience in a U.S. international airport operations of which two (2) years pertain to supervisory experience. Higher educational requirement may be substituted with a high school (or G.E.D) graduate with five (5) years of consecutive managerial and supervisory experience.

Shall have no record of felony or criminal conviction.

Pay Range

UNCLASSIFIED

Adopted by CPA Board on February 1, 2008.