

COMMONWEALTH PORTS AUTHORITY
Position Description

ROTA AIRPORT/SEAPORT MANAGER

Code 900

Nature of Work

Difficult and highly responsible for the overall management and supervision of Rota airport and seaport operations.

This employee is highly responsible for the management and supervision of all phases and functions of the airport and seaport operations on Rota consisting of a large number of employees. Work is reviewed through conferences with the Executive Director or his designee, on-site inspections and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no clear precedents exist. This position is unclassified.

Examples of Duties (Illustrative)

1. Plans, assigns and coordinates all airport and seaport activities on Rota.
2. Ensures proper application of methods, practices, procedures and techniques in both airport and seaport operations, e.g. runway maintenance, control aircraft operation area (AOA), taxiway, airfields, terminal repairs and maintenance, ARFF functions, Ports Police programs, custodial programs, dock bumpers, berthing areas, turning basin and cargo operation area.
3. Responds to crisis, terrorist threats, irregular incidents or emergency situations in accordance with approved CPA emergency response plans and FAA procedures.
4. Applies detailed CPA procedures and manuals applicable to Rota airport or seaport.
5. Prepares and adjusts schedules because of temporary higher workloads or temporary personnel loss.
6. Reorganizes work to increase effectiveness, productivity, and job satisfaction.
7. Justifies substantial changes to staffing levels, budgets, priorities and/or services.
8. Prepares and submits budget requirements and departmental capabilities.
9. Assigns and reassigns subordinates based on special qualifications, departmental capabilities, or resources.
10. Explains work requirements to subordinates; trains on difficult tasks or procedures and solves technical problems.
11. Ensures compliance with FAR Parts 139 and 107, applicable FAA standards, local ordinances and CPA rules and regulations, e.g. seaport regulations, terminal tariff.
12. Applies theories, methods and techniques necessary for favorable results.
13. Organizes and coordinates training programs for employees.
14. Sets performance standards and devises written instruction or procedures for non-routine work.

Adopted by CPA Board on October 25, 1995.

Revised and adopted by CPA Board on August 22, 2017

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Code 900 continuation

15. Plans work schedules to evenly distribute work and to meet deadlines or emergency situations.
16. Performs employee performance evaluations.
17. Follows OSHA regulations and complies with American Disabilities Act (ADA) requirements.
18. Holds discussions with supervisors, subordinates and personnel to effectively carry out the activities of Rota airport and seaport.
19. Actively participates in emergency drills.
20. Actively participates in the airport and seaport hazardous material control program.
21. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the specific functions of each division of the airport and seaport operations.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of airport and seaport operations.
4. Knowledge of applicable local ordinances, federal (FAR Parts 107 and 139) and FAA standards and regulations.
5. Ability to apply principles and theories of airport and seaport operations proficiently.
6. Ability to organize, assign and direct assignments to subordinates.
7. Ability to motivate personnel.
8. Ability to establish and maintain a cooperative relationship with the public, supervisors, personnel and officials of the private and public agencies.

Minimum Qualifications

Any combination of a high school diploma (or G.E.D.), preferably with a four (4) year degree from an accredited U.S. college or university, or no less than five (5) years' supervisory experience preferably in a U.S. international airport and/or seaport operations.

Shall have no record of felony or criminal conviction.

Pay Range

UNCLASSIFIED

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