

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Airport Manager

DEPARTMENT: Instruction / CTE Rangely Division – Rangely Campus

REPORTS TO: Director of the Aviation Technology Program

SUPERVISES: N/A

FLSA: Exempt X (12 month appointment)

DOCUMENT STATUS: New/Date: 8/23/2021 Revision # 2 Date: 12/01/2021

TRAVEL: N/A

SALARY: \$30,000.00 / year (Housing also provided by Rio Blanco County)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

GENERAL SUMMARY

The Airport Manager performs administrative, skilled, semiskilled and unskilled duties requiring extensive knowledge and ability in the maintenance and operation of airport and associated aircraft facilities. These duties include operation of airfield maintenance equipment and care of facilities consistent with accepted best management practices. These functions provide for the security, safety, and well-being of those who use the facilities of the airport.

PRIMARY DUTIES

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Attend all meetings appropriate to the assigned position.
3. Under the supervision of the Aviation Program Director manages the day-to-day operations of the Rangely Airport. These activities include but are not limited to inspection and maintenance of runways, taxiways, aprons, tie downs, fences, fuel equipment, communication equipment, buildings and grounds to ensure that the facilities are safe for the users. These activities include making recommendations, supervising, and participating in snow removal and brush removal
4. Provides prompt and courteous service and assistance as required to clients, users, and visitors of the airport.
5. As directed and assigned maintains records and prepares reports and documents for planning and budgeting for CNCC and meet the compliance expectations of Municipal, County, State and Federal agencies.
6. Requisitions, receives inventories and distributes equipment, material, and supplies in support of the airport and aviation program. These duties include but are not limited to involvement in the purchase, sale and distribution of aviation fuel.
7. Maintain airport taxiways/runways to FAA standards.
8. Manage and supervise part-time hourly student workers.
9. Work with Director of the Aviation Technology Program on daily duties.
10. Other duties as assigned by the Aviation Technology Program Director and/or Dean of CTE Programming.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

- Associates degree equivalent to a combined training in aviation, airport management, business administration, civil engineering and other related fields.

Preferred:

- 2 years - Aviation and/or airport management experience and/or facilities management

2. Prior Related Experience:

- Knowledge and understanding of computers
- Experience working in an office setting
- Customer service training/experience
- Ability to multi-task
- Excellent organizational and communication skills
- Ability to manage part-time student workers

3. Licensure/Certification:

- Possession of valid driver license
- Ability to obtain CDL within in reasonable time of hire

4. Equipment Skills:

- Computer applications
- Snow plow/tractor driving (not required, but need to learn)

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a resume, letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing			X			
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone				X		
Hearing in Person					x	
Hearing on Telephone				X		
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles					X	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)			X			
Other environmental requirements:					X	

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____