



## Terre Haute Regional Airport Authority – Hulman Field Director of Operations

### **Classification – Salary, Exempt**

### **Position Summary**

The Director of Operations is responsible for the safe and orderly operations at Hulman Field. The position supervises both the Maintenance and Operations Departments and works closely with the HR & Business Relations Manager. The Director ensures compliance with all FAA rules and regulations, all other federal, state, and local agency requirements, and with all policies, procedures, and regulations of the Airport authority. In addition to managing all aspects of airport operations, the Director will also participate in the planning and formulation of new policies and procedures of all types including safety and security plans, emergency plans, snow and ice control plans, etc. The position reports directly to the Executive Director of the Airport.

### **Essential Duties and Responsibilities:**

- Requires a thorough knowledge of airport laws and understanding of operational standards, airport safety, and security regulations by ensuring safe and efficient operation of the airport in accordance with federal, state, and local laws
- Manages all aspects of airport's safety and security including the development and implementation of policies and procedures for ARFF, accident, incident, emergency, disaster, snow and ice removal, and similar plans
- Responsible for the oversight of all airport facilities and airfield, including runways, taxiways, ramps, and buildings
- Working through the Maintenance department, responsible for managing and maintenance of the computerized maintenance management software solution for all airport facilities, vehicles, and equipment, including manpower tracking capability
- Responsible for budget management for the Airport's Maintenance and Operations departments
- Acts as the airport's security liaison for all TSA-related matters, and coordinates all activities between Airport Authority, TSA, and stakeholders
- Works with staff, engineers, and consultants on short and long-term development of the Airport including the Airport Master Plan and the annual Airport Capital Improvement Program
- Develops and recommends to the Executive Director budgets for the Maintenance and Operations Departments
- Recommends, develops, and implements key components of the Airport's Vision and Strategic Plan





- Works with the Executive Director to determine the current and future maintenance and operational needs of the airport and effective planning to meet those needs
- Participates on business, government, and industry boards, committees and associations benefiting the airport
- Works with the airport attorney on legal matters as necessary
- Assists in coordinating with local planning and zoning agencies to protect against encroachment from incompatible land uses and/or developments
- Serves as the Airport's environmental compliance and safety officer
- Conducts annual performance appraisals with all direct reports
- Carries out supervisory responsibilities in accordance with the Authority's policies and applicable laws; responsibilities include interviewing, hiring, disciplinary actions, coaching/mentoring, training staff, planning and directing work, appraising performance and critical problem solving skills
- Perform duties as acting Executive Director in the absence of the Executive Director
- Performs all other duties as assigned

#### **Required Knowledge, Skills, and Abilities:**

- Ability to manage the day-to-day airport operations, safety, and security functions of a Part 139 regional airport with considerable team building effort
- Knowledge of management principles and practices as applied to airport administration
- Proven ability to supervise, manage and plan for an operation comprised of a sizeable number of employees who provide services to secure, maintain, and repair a wide range of airport municipal buildings, grounds, runways and taxiways
- Ability to coordinate airport related issues with governmental agencies and the general business community
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective relationships with employees, tenants, public officials, and the general public
- Familiarity with the roles, responsibilities, and compliance standards of Aircraft Rescue and Fire Fighting to ensure FAA standards are being met at all times
- Ability to develop and efficiently manage a multimillion-dollar operating budget
- Ability to prepare and present operational reports when required
- Ability to exercise sound judgment in adverse situations such as emergency and irregular operations
- Ability to evaluate, prioritize, and schedule heavy workloads
- Understanding of and ability to follow FAA radio communication procedures for airport ground operations
- Proficiency in the use of computers including Microsoft Office Suite
- Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the Terre Haute airport experience





**Education and Experience:**

- Minimum of Bachelor's degree in Airport/Aviation Administration or a related field
- Minimum of 5-7 years of Part 139 airport operations experience preferred
- Minimum of 3-5 years of supervisory experience or related leadership experience preferred
- ACE – Operations of the American Association of Airport Executives or ability to obtain within 6 months of hiring date
- C.M. certification of the American Association of Airport Executives or ability to obtain within 12 months of hiring date
- A.A.E. certification of the American Association of Airport Executives preferred
- Ability to obtain and maintain an Indiana motor vehicle driver's license

**Supervision:**

The Director of Operations supervises the following positions:

1. Facilities Manager
2. Chief of Aircraft Rescue and Fire Fighting

