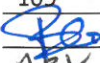


Title: Airport Duty Manager

Reports To: Director of Airside Operations

FLSA Code: Non-Exempt
Grade: 109
Approved: 
Approved: ARV 2/22/21

Distinguishing Characteristics:

Under general supervision and administrative direction, the Airport Duty Manager supervises assigned Airside Operations team members to oversee and ensure the continuity of operations at Tucson International Airport (TUS) and Ryan Airfield (RYN) in compliance with 14 CFR Part 139 (Federal Aviation Regulations (FAR) Part 139) and other applicable federal regulations and safety standards. Responsible for airfield activities at both TUS and RYN.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Supervise and manage assigned Airside Operations team members to support the continuity of airport operations at TUS and RYN in compliance with FAR Part 139 or other applicable federal rules and regulations, to include the emergency preparedness and emergency response, construction activities and maintenance functions, special projects, public safety, security, communications, and passenger services. Ensure work efforts are aligned with the Strategic Plan priorities; track and document work activities; measure and evaluate results.
- Supervise, manage and coordinate the closure of the airfield or restrict airspace (issue single, multiple and rolling NOTAMs or TFRs for operational, safety, construction, maintenance, emergency events, etc.); coordinate/interact with FAA Air Traffic Office (Air Traffic Control Tower, TRACON, Center); coordinate departure windows and airspace access for special user groups; comprehend, process and follow simultaneous instructions from the FAA ATCT (air and ground).
- Monitor industry changes that may impact airport operations; provide guidance and recommendations to ensure compliance with safety regulations as set forth by the Federal Aviation Administration (FAA) and security requirements as set forth by the Transportation Security Administration (TSA); establish and maintain effective and professional relationships with the FAA and TSA.
- Perform tenant outreach to effectively communicate and coordinate general and/or pertinent information to airport tenants; ensure tenants are advised of pertinent airport information through the use of standardized Tenant Advisories or other approved media; establish and maintain positive professional relationships; proactively train

tenants to raise their level of awareness in all areas respective to the airport operation and safety practices, as appropriate; respond to and resolve inquiries, problems, complaints or unusual situations involving airlines, passengers or the media, as needed.

- Assist Director in the development of the annual O&M budget, short- and long-range Capital Improvement Program and Major Maintenance Program budget(s); recommend annual goals and objectives for the department; monitor the department budget; manage the development of the respective section budget; review all requests for purchase, direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve all expenditures.
- Assist in the development and implementation of policies and procedures as directed by leadership or required by regulation; administer and update policies and procedures. Establish practices to continually re-evaluate the priorities of the department and its activities; evaluate airport operations procedural and operational issues; recommend and implement process improvements and execute cost reduction methods to increase efficiency and productivity.
- Recognize issues; perform research; develop strategies, operating plans, and recommend solutions that address problems.
- Participate in departmental human resource processes including but not limited to hiring, discipline, and performance review processes.
- Respond to airport emergencies and situations that may involve loss of human life or property; coordinate with public safety for operational response to emergencies; utilize Incident Management System (ICS)/National Incident Management System (NIMS) protocols and procedures; respond to and be part of the Incident Command Post / Incident Command Team and be part of the decision making efforts affecting the operation of the airport; coordinate and/or participate in after-action emergency debriefing with appropriate departments and stakeholders.
- Ensure your supervisor and/or leadership is kept abreast of critical issues or conditions.
- Establish and maintain effective internal and external communications with TAA departments, airlines, tenants, users, local, state and federal agencies, and other stakeholders.
- Work cooperatively and collaboratively with local, state and federal agencies; represent TAA at various meetings.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

A Bachelor's Degree; an aviation management degree is preferred; three (3) years of responsible experience at a FAR Part 139 certificated commercial service airport or military airport in operations or maintenance; prior two years of supervisory experience is desirable.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Federal Aviation Administration (FAA) FAR Part 139, Advisory Circulars (AC's), Transportation Security Administration (TSA) Standards, Arizona Department of Transportation (ADOT) standards, National Incident Management Systems (NIMS)/Incident Command Structure (ICS), Safety Management System (SMS), and all other pertinent Local, State, and Federal codes, regulations and standards is helpful.
- Airport operations including airport security, federal certification requirements, aircraft firefighting and rescue policies, practices and procedures.
- Changes in Federal, State and Local laws likely to affect the TAA in the areas of airport operations and safety.
- The organization-wide mission and goals, and how these relate to division, department, team, and individual projects and initiatives.

Skill in:

- Organization, oral, listening, and written communications, proof-reading, critical-thinking and multi-tasking.
- Taking initiative and being a self-starter.
- Exercising effective supervisory management techniques.

Ability to:

Environmental Conditions

- Work in high-noise environment; extreme seasonal weather when necessary.

Mental Requirements

- Make effective training presentations.
- Exercise effective customer service and public relations practices and procedures.

Physical Requirements

- Communicate in English via telephone, radio, and cellular telephone, in a high noise environment, with sufficient clarity to be understood by others.
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals, and identify fuel grade color code markings, and actual samples of various fuels.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Read, write, and speak the English language in an articulate, fluent manner, ability to speak Spanish or another second language is helpful, but is not required.
- Lifting occasionally up to 45 pounds.

General

- Work all shifts of a 24-hour per day period, including evenings/weekends/holidays, and be on-call.
- Be available 24/7/365 to respond to TUS or RYN in the event of an emergency.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Operate a computer, and any other computer software appropriate for assigned position.
- Improve job knowledge and work effectiveness through educational courses, training programs, work related seminars, and workshops; engage in self-improvement activities and training.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver’s license.
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area and Movement Area on the Air Operations Area.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- Must successfully complete the following training requirements:
 - FAA Advanced Airport Safety and Operations Specialist (ASOS), or TAA-approved equivalent, training within twelve (12) months.
 - National Incident Management System Requirements and Certification (ICS 100, 200, 700 and 800 courses within twelve (12) months and 300 and 400 courses within twenty-four (24) months of employment).
 - Earn AAAE Certified Member (C.M.) certification within twenty-four (24) months of employment
 - Earn AAAE Airport Certified Employee (ACE) – Airport Operations certification within twelve (12) months of employment or promotion.
- As an employee, you are deemed to be essential personnel as part of TAA’s Emergency Response Team, and must respond to airport incidents, as requested/required.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Team Member's Signature

Date

People Operation's Signature

Date

02/21