

Deputy Airport Director / ARFF Chief Tompkins County

Department: Airport
Classification: Competitive
Labor Grade: Management Grade 88
Approved: Position Conversion effective 01/01/2017
Revised: 12/21; 10/24
By: HB, Deputy Commissioner of Human Resources
BBP Risk Factor: At Risk Position

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York state registered college or university with a Bachelor's degree **AND** three (3) years of full time paid (or equivalent part time) experience in airport operations, airport maintenance or airport rescue and firefighting experience at an airport with scheduled air service; **OR**
- B. Graduation from a regionally accredited or New York state registered college with an Associate's degree or possession of at least 60 college credit hours of study **AND** five (5) years of full time paid (or equivalent part time) experience in airport operations, airport maintenance or airport rescue and fire-fighting experience at an airport with scheduled air service; **OR**
- C. Graduation from high school **AND** seven (7) years of full time paid (or the equivalent part time) experience in airport operations airport maintenance or airport rescue and fire-fighting experience at an airport with scheduled air service; **OR**
- D. Any combination of training and experience equal to or greater than that specified in (a), (b) or (c) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (1) Possession of a valid New York State Commercial Driver's License (Class "B") at the time of application and maintenance of such license for the duration of employment.
- (2) Possession of a FAA accredited Basic Aircraft Rescue and Fire Fighting Course at the time of application and maintenance of such license for the duration of employment.
- (3) Possession of a New York State Basic Recruit Fire Fighter Certificate at the time of application and maintenance of such license for the duration of employment.
- (4) Possession of a current New York State Emergency Medical Technician Certificate at the time of application and maintenance of such license for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Airport Director /ARFF Chief is a professional management level position that is responsible for the safety and security of all phases of air carrier and general aviation airport operations. An individual in this class has responsibility for the supervision of multiple units/groups, the day-to-day operation of Airport Operations, Maintenance, Aircraft Rescue/Fire Fighting, Air Service Development, as well as all vendors and contractors in the terminal and other airport tenants relating to the security mandates under Transportation Security Administration (TSA) Airport Security Plan (ASP). The Deputy ensures that all individuals (400 plus) adhere to security directives, mandates and everyday operation on airport property of all badged individuals. This position is responsible for monitoring and controlling airport use as well as supervising all maintenance and construction activities. The work performed must follow all federal, state, and local laws and regulations. A variety of knowledge is required in order to supervise the maintenance work performed. The position also requires thorough/extensive knowledge in the field of aircraft rescue and firefighting, airport operations, and maintenance. Internal contacts are extensive and cover all

County Departments (Facilities, Sheriff, Department of Emergency Response, Highway, Purchasing, Human Resources, Legislators, etc.) and require professional collaboration on overlapping work projects and issues that impact the Airport. This position has the ability to act as the Airport Director in all capacities and can speak on their behalf. The incumbent has an extensive number of external contacts that requires regular communication and acts as a representative of the airport and Airport Director with the following, New York Airport Management Association (NYAMA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), National Transportation Safety Board (NTSB), Federal Bureau of Investigation (FBI), Airport Directors, Deputies and Operations Staff from other airports, etc. The incumbent is responsible for developing and coordinating agreements with surrounding mutual aid agencies to mitigate emergencies that exceed the airports emergency resources. The employee is required to interact and negotiate with professional associates and liaisons to develop and administer these services. As a result, extensive interpersonal skills are required. In cooperation with the Deputy ARFF Chief/Security & Training Coordinator and the Airport Director, this individual will be responsible for the safety and security of all phases of air carrier airport operations/security, as these three positions are on call 24 hours a day, 365 days a year as mandated by the TSA. The work is performed under the general direction of the Airport Director in accordance with established policies and procedures, and is not usually subject to more than general administrative controls. The employee is permitted to exercise a high level of autonomy and independent judgment when carrying out the work. A high level organizational or and supervisory skills is also required in order to plan and coordinate inter-group cooperation. The incumbent will perform all related duties as required. The Airport Deputy Director /ARFF Chief performs all tasks with a high level of autonomy and independent judgement.

TYPICAL WORK ACTIVITIES:

- Serves as a deputy department head with regard to all aspects of airport management complying with Federal, State and local laws, rules and regulations, including certification requirements;
- Provides training and instruction as well as continued guidance relating to security matters;
- Assigns and supervises all airfield operations and maintenance work across multiple shifts;
- Oversees construction work on Airport property and the operation, maintenance and repair of buildings and pavement;
- Plans long range development, management and operations and maintenance of the Airport;
- In coordination with the Airport Terminal Services Coordinator, assigns and supervises maintenance work in the terminal building and its environs;
- Is responsible for and inspects airfield runways, taxiways, safety areas, lighting and security to ensure compliance with FAA rules and regulations;
- Responds to emergency calls and coordinates Airport and mutual aid resources to mitigate emergencies;
- Negotiates leases and contracts;
- Operates fire-fighting and rescue vehicles and equipment;
- Responds to medical emergencies as an Emergency Medical Technician;
- Supervises and participates in aircraft rescue and firefighting training as instructor and evaluator;
- Ensures the enforcement of safety and security regulations;
- Initiates and oversees the training of employees in the use of fire equipment, and operation of motor vehicles and heavy equipment;
- Institutes and supervises all safety programs such as; lockout-tagout, personal protective equipment, respirator training and fit testing, and blood borne pathogens training;
- Maintains the Airport Certification Manual (ACM) including all Letters of Agreement and Emergency Plan;
- Conducts an annual Emergency Plan review and coordinates the tri-annual full-scale disaster drill in concert with airport staff and other mutual aid agencies;
- Schedules the replacement of airport equipment and writes all specifications for procurement of new equipment;
- Inspects tenant leased or rented areas;
- Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments;
- Compiles staff work schedules and ensures adequate coverage;
- Prepares and submits annual budget requests to the Airport Director for airport operations, maintenance, and emergency services;
- Works with Airport Director on presenting the budget and capital plan to County Administration and County Legislature;
- Certifies to airlines and airport users that the airport is in safe operating condition;
- Opens and closes the airport depending on operating conditions;
- Operates snow and ice removal equipment;
- Communicates regularly with County department heads, the County Administrator, County Attorney, Risk Manager, Health and Safety Coordinator, Director of Emergency Response and members of the County Legislature;
- Supervises and assists in the maintenance and repair of airport vehicles.
- Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements;

- Is the deputy department head with regard to all aspects of airport management complying with Federal, State and local laws, rules and regulations, including certification requirements;
- Performs operational inspections of airfield and airport facilities to ensure against hazards and certifies condition of all airport areas to ensure compliance with Federal Aviation Regulations;
- Serves as the airport's primary contact for FAA certification inspections and issues;
- Serves as designated Airport alternate Security Coordinator, as required by Transportation Security Administration, and is the secondary contact for security related activities and communications;
- Corresponds and confers with other airport officials, professional aviation organizations, Federal Aviation Administration, Transportation Security Administration, Sheriff, FBI, airport engineering consultants, tenants, contractors, vendors, and County departments and officials;
- Drafts and maintains an approved Airport Security Program;
- Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 400 airport employees;
- Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;
- Troubleshoots and repairs the computerized access control system;
- Performs regular systems and operational checks of airport ID/Access Control system;
- Performs ID media and key audits;
- Monitors airport aviation easement areas to evaluate and mitigate obstructions to navigation;
- Responsible for operational training including Emergency Management, training airline, FBO, and other airport personnel, totaling over 400 individuals, of airport procedures, and airport security and airport driver training per federal regulations;
- Responsible for the direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;
- Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;
- Gathers input from Operations staff to assess maintenance and operational needs of airport;
- Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements;
- Prepares specifications and documents for equipment and services as required for bidding;
- Manages and oversees all airport construction and capital improvement projects;
- Makes hiring and disciplinary recommendations;
- Prepares presentations and speaks at public forums to promote airport and aviation activities;
- Attends job related training and seminars as approved by the Airport Director;
- Represents the Airport Director in airport and aviation related matters;
- Attends committee and Legislature meetings to provide information for elected officials and to answer questions on Airport issues;
- Responsible for overseeing of Air Service Development plan and coordinates efforts with Marketing and Air Service Development Coordinator and outside consultant(s);
- Acts as a media liaison and spokesperson in all aviation matters, including accidents and incidents that occur at the Airport;
- Represents the County and communicates with federal and state elected officials, airline executives, members of the public, local business, and local municipal officers;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of safety practices to adhere to industry standards;
- Thorough knowledge of the principles and practices of personnel supervision and leadership;
- Thorough knowledge of airport facilities, navigational aids, and aircraft;
- Extensive knowledge of aircraft rescue and firefighting procedures and equipment;
- Extensive knowledge of the Incident Command System;
- Extensive knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;
- Extensive knowledge of the principals, methods, tools and materials used in airport maintenance and construction;
- Extensive knowledge of Airport Certification Manual;
- Extensive knowledge of Airport Security Program;
- Ability to work effectively under stressful conditions, analyze situations, and rapidly make accurate decisions in life threatening situations;
- Ability to understand, interpret and explain rules and regulations to staff and others;

- Ability to keep records and prepare detailed written reports;
- Ability to communicate effectively both verbally and in writing;
- Ability to plan and supervise the work of others across shifts;
- Ability to maintain an effective working relationship with other employees, the public, and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner;
- Sound judgment, initiative, and resourcefulness are all required;
- Willingness to work outdoors in adverse weather conditions;
- Willingness to perform aircraft rescue and firefighting duties as required;
- Ability to read and understand blueprints and contract documents;
- Ability to keep records and prepare detailed reports;
- Ability to communicate effectively both verbal and written;
- Ability to work efficiently with other County departments, contractors, consultants and airport tenants;
- Sound judgment, initiative and resourcefulness;
- Tact and courtesy;
- Available 24 hours for airport security and operations issues and aircraft emergencies;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

Physical:

The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. In an emergency response situation, such as an aircraft disaster, the employee must have the physical ability to lift, push or pull or carry the weight of a human body (up to 250 pounds with mechanical or human assistance). While performing other duties, the employee may be required to lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have (extreme) visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. The visual effort is extreme as the incumbent must have extreme extension to detail relating to Airport Certification Manual (ACM), certifications, emails correspondence with federal, state and local agencies, Notice to Airmen (NOTAM's) relating to the safety of the airfield, and ensure all work is accurate. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job. He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options. The incumbent must possess a high level of precision, knowledge and skills relating to equipment – fingerprint machine, badging equipment, access control system, extensive number of security cameras. Airfield snow plows, operation vehicles, Aircraft Rescue and Firefighting vehicles, and equipment . This equipment must be operational at all times and functioning properly as a mandate of the Airport Certification Manual (ACM), and Airport Security Plan.

Mental:

The work involves extensive psychological demands due to constant changes to priorities, deadlines, demands and being on call. The constant changes to airport Fire and Rescue requirements, airport security directives, ACM changes needing immediate attention, mandating this position be on-call 24 hours a day to deal with demands, Fire and EMS Emergencies security, operations, weather, etc. This mandate requires this position to respond to situation within a certain time frame. This position has constant unpredictable fluctuations in work volume, regular changes in work priority and constant conflicting deadlines.

Environmental:

The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. This work environment for this position has considerable exposure relating to adverse weather conditions. He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°). This position also has a considerable amount of risk, exposure to chemicals, large vehicles, bloodborne pathogens, fuels, mechanical equipment with stored energy.

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