

AIRPORT DUTY MANAGER

ABOUT THIS POSITION

Sky Harbor International Airport has launched a new program, Airport Duty Managers (ADM). ADMs perform airport management duties with assigned shift responsibility for the safe, efficient, and secure operation of the entire Airport complex including airfield operations, terminal operations and monitoring the efficient operations of airport roadway systems, ground transportation operations, parking facilities, office buildings, tenant concessions, and other associated Aviation Department property. The ADM serves as the principal Aviation Management Representative during emergency, weather and special events, coordinating the operational activities of Airside, Landside, and Terminal Operations supervision. The ADM maintains constant awareness of changing conditions, activities and requirements affecting airport operations, including construction and maintenance projects, and changing security requirements, meteorological conditions, and passenger and vehicle traffic. The ADM holds operations briefings with airport stakeholders and plans and leads contingency operations during irregular airport operations.

This position is an integral part of decision making and crisis management during regular business hours and the ranking staff member on property during off hours. The Airport Executive Team will rely on this person to make decisions and give directions in their absence. These positions require working rotating shifts in a 24X7 operation including nights, weekends, and holidays.

Currently there is one vacancy in the Public Safety and Security Division of the Aviation Department at Sky Harbor. This recruitment may be used for any current or future vacancies over the life of the eligible list.

RECRUITMENT DATES

Recruitment closes March 26, 2018. All materials must be received by 11:59 p.m. on this date.

SALARY

\$69,950 - \$104,416 annually.

Comprehensive benefits package includes: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:

<https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf>

JOB REQUIREMENTS

- Five (5) years of management experience in airport or airline airport operations or other related airport management field.
- Minimum three (3) years of experience in a supervisory capacity.
- A Bachelor's degree in airport or business management, or a related field.

- Proven experience working with numerous airport stakeholders such as the airlines and outside agencies like the Federal Aviation Administration and Transportation Security Administration.
- Proven experience managing staff engaged in at least two of the following: (i) airport or airline FAA certification compliance programs, (ii) an airport or airline security program, (iii) airline airport operations, (iv) recurring airport or airline disaster/emergency exercises, or (v) the monitoring and coordination of airport construction and maintenance operations as they impact daily airport operations.
- These positions are in a 24-hour a day, 365 days a year operation. Positions will work irregular hours, second and/or third shifts, weekends, holidays, and evenings. Shift assignments will rotate.
- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check prior to hire.
- Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.
- An equivalent combination of related experience and education may be considered.
- Only the highest qualified will be posted to the eligible to hire list.
- The following list is not all inclusive, but are TSA general factors for disqualification of employment for working at Phoenix Sky Harbor International Airport. Other factors will be assessed that may also lead to disqualification. Qualified candidates should consider these factors when applying.
<https://forms.skyharbor.com/Content/Downloads/AviationEmploymentDisqualifiers.pdf>

PREFERRED QUALIFICATIONS Includes the job requirements listed above, plus:

- Minimum of five years' management experience with the responsibility for the over-all management of an airside or landside operation, or over/underwing operation at a large hub airport/station.
- Previous Airport or Airline Duty Manager responsibilities in a large hub airport.
- Strong decision making skills and effective at problem solving and negotiating resolutions.
- Able to influence, collaborate and negotiate cross functionally internally as well as with external stakeholders to achieve operating results.
- Excellent interpersonal skills and able to interact with all levels building trusting relationships.
- Experience in responding to and coordinating airport emergencies and incidents of all types.
- American Association of Airport Executives – Accredited Airport Executive or Certified Member designation preferred.
- Completion of ICS classes (100, 200, 300, 400, 700, and 800).

HOW TO APPLY

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: <https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Employment-Information.pdf>
- If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

REFERENCE

Aviation Superintendent, JC: 25210, ID#26488, 3/2018, 6 mos, AB, Benefits: 007, Q