

Airport Duty Manager

Spokane International Airport

Under the direction of the Airport Operations Manager, the Airport Duty Manager:

- Inspects and patrols all airport facilities, grounds and properties to ensure regulatory compliance with FAR Parts 139 & 77, the Airport Certification Manual, TSR 1542, Airport Security Plan, Wildlife Hazard Management Plan, Snow and Ice Control Plan, and other procedures, regulations and policies as may be relevant. Reports discrepancies and takes corrective action as necessary.
- Prepares detailed reports of daily operations, unusual incidents/accidents, hazardous conditions and inspections.
- Acts as a representative of Airport Management in the absence of more senior managers. Provides leadership, direction, and support to other departments during irregular or emergency operations. Provides logistical support to Airport Fire and Police Departments. Participates in the Incident Command System during emergencies.
- Supervises snow removal operations including assigning priorities for snow removal crews and prioritizing tenant requests for assistance.
- Serves as primary contact for Air Traffic Control, Air Carriers and other tenants on issues such as irregular operations, unscheduled operations or unauthorized personnel or vehicles in the aircraft operations area.
- Provides administrative assistance and support to the Airport Operations Manager with regular review and update of various documents, manuals and airport data.

Requires a Bachelor's Degree in Aviation Management, Airport Operations, or related field; and three years of airport or aviation related experience. A combination of education and experience will be considered in meeting the requirements of this position. Successful applicant must possess excellent communication, supervisory, computer and customer relations skills. Position requires team work with other departments, airport tenants and the FAA. Salary range is \$25.75 to 34.75/hour with an excellent benefit package. To apply visit our web site at www.spokaneairports.net. Position open until filled. EEO/AA/Veterans Employer.

About Spokane Airports

The Spokane Airport Board operates a two-airport system comprised of Spokane International Airport (GEG) and Felts Field (SFF). GEG is a small-hub, commercial service airport serving the Spokane/Coeur d'Alene region with 55 daily departures to 16 non-stop destinations. In 2017 GEG saw a 10.6% increase in passenger traffic and set a new record with 1.78 million enplanements. SFF is a thriving, GA Reliever airport with more than 175 based aircraft, a FAA Contract Tower, and over 60,000 aircraft operations in 2017.