Name			
Position Title	Airport Maintenance Manager	**Department**	La Crosse Regional Airport
FLSA	Exempt	**Reports To**	Deputy Director – La Crosse Regional Airport
Pay Grade	13	**Unit**	Non-represented

Purpose of Position

This position maintains all systems, infrastructure, and assets of the La Crosse Regional Airport. The work is done independently and through subordinate staff. Work is conducted in a highly regulated setting subject to the requirements of the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and other state and Federal agencies. The incumbent possesses the ability to plan and communicate work across staff, city departments, tenants, vendors, suppliers, the public, and other entities to ensure a safe and secure operating environment. Position is responsible for the daily planning, coordination, and supervision of airport maintenance staff. Work is performed under the limited direction of the Deputy Director – Airport and Airport Director.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Assigns, coordinates, schedules, and supervises the daily work of Airport Maintenance staff; monitors work quality, evaluates performance, ensures training, and recommends or administers corrective or disciplinary action as appropriate.
- Represents airport management in the absence of higher authority, particularly in interactions with tenants, the public, airlines, and regulatory agencies, to ensure safe and efficient airport operations.
- Performs and oversees intermediate to advanced maintenance and repair of airport infrastructure, systems, and facilities, including access control systems, HVAC, plumbing, electrical systems, jet bridges, parking systems, car wash systems, pavement maintenance and marking, and general building repairs.
- Interacts with vendors and suppliers for airport needs. Solicits bids, quotes, and other pricing. In conjunction with others, drafts specifications and purchasing documentation for capital projects.
- Oversees airport and airfield-related facilities, equipment, and vehicles; prioritizes and assigns service requests and maintenance tasks, and monitors progress and follow-up to ensure timely completion.
- Operates, and ensures staff are properly trained to operate, light, medium, and heavy-duty equipment including passenger vehicles, trucks, dump trucks, snowplows, tractors, lawn mowers, and related equipment.
- Coordinates with Airport Operations staff to ensure safe and secure airport operations in compliance with 14 CFR Part 139 and 49 CFR Parts 1540 and 1542, and other applicable Federal, State, and local regulations, policies, and procedures.
- Participates in the development and implementation of the Airport Capital Improvement Program, maintenance projects, and equipment planning; attends project, construction, and coordination meetings as required.
- Participates in the Operations and Maintenance budget process by compiling information, providing recommendations, monitoring expenditures, and assigning resources in accordance with approved budgets.
- Assists the Airport Director and Deputy Director – Airport in evaluating maintenance policies, procedures, and standard operating guidelines; recommends revisions to improve efficiency, safety, and compliance.
- Coordinates work orders, routine maintenance activities, and preventative maintenance programs for vehicles, equipment, and facilities in conjunction with airport operations and management.
- Develops and maintains asset inventories, maintenance supplies, and preventative maintenance schedules; manages utilities and building systems to promote operational efficiency.
- Oversees daily and routine compliance with established safety programs, pavement management programs, and regulatory maintenance requirements.

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- Provides training to staff related to the safe and secure maintenance of runways, taxiways, roadways, grounds, and buildings; ensures completion of required FAA and TSA documentation and reporting related to maintenance activities.
- Maintains accurate records including inspection forms, maintenance logs, reports, and documentation; coordinates corrective actions with Airport Operations staff as needed.
- Recruits, selects, schedules, and supervises maintenance personnel; approves timecards, manages overtime and call-outs, and ensures staffing levels meet operational needs in accordance with budget and policy.
- Performs maintenance work as required by staffing levels, work schedules, emergencies, or inclement weather conditions.
- Participates in the DOT-regulated random drug and alcohol testing program.
- Maintains advanced knowledge of air traffic control terminology and radio procedures to support coordination with Airport Operations and air traffic control during routine and emergency situations.
- Maintains confidentiality of proprietary, operational, personnel, and medical information.
- Maintains regular and predictable on-site attendance and availability during emergencies, inclement weather, and special operational needs.
- Works variable shifts, including nights, weekends, and holidays, as required to meet operational and supervisory responsibilities

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Assists with weather monitoring, pavement surface friction measurements, and runway, taxiway, ramp, or construction inspections as needed; ensures deficiencies are addressed in a timely manner.
- Assists in maintaining and updating the Airport Emergency Plan, Airport Certification Manual, Airport Security Program, Pandemic Plan, Tarmac Delay Plan, and Safety Management System as related to airport maintenance.
- Responds to and directs emergency actions as required in support of airport operations.
- May serve as an Alternate Airport Security Coordinator and maintains required TSA credentials.
- Assists with monitoring, troubleshooting, and development of access control systems, including badging, cameras, proximity systems, and associated mechanical and technological components.
- Assists Airport management in ensuring maintenance programs and training comply with FAA and TSA regulatory requirements.
- Provides initial and recurrent training to employees on FAA and Department of Homeland Security (DHS) mandated or recommended topics when qualified to do so.
- Attends training as assigned.
- Performs related duties as assigned.

Minimum Training & Experience Requirements

- High School Diploma or equivalent required.
- Documented work experience in building systems, HVAC, carpentry, electrical systems, or construction, required.
- Four (4) to six (6) years of related experience with one (1) to four (4) years of direct supervisory experience required.
- Must demonstrate proficient use of computers, to include word processors, spreadsheets, and specialized systems such as Building Automation Systems, asset management systems, or other similar programs.
- Commercial driver license required within 60 days of hire.
- Airport Certified Employee or Certified Member from the American Association of Airport Executives within one (1) year of hire.
- Education or experience in aviation management, airport management, airport operations, airport maintenance, facility maintenance, or construction management preferred.
- Ability to pass a background check to obtain and maintain a Security Identification Display Area (SIDA) badge is required for airport access.

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Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to utilize a wide variety of advisory data and information, such as employee evaluations, architectural and engineering drawings, insurance requirements, training reports, emergency and security directives and manuals, policy and procedure manuals, employee handbook, FAA and TSA rules and regulations, materials safety data sheets, equipment operating and maintenance manuals, field condition reports, regulations, blueprints, diagrams, maps, maintenance records, time cards, safety training materials, correspondence and computer software operating manuals.
- Ability to communicate effectively in writing and orally with Airport personnel, tenants, state agencies, Federal agencies, air traffic controllers, aircraft pilots, airline personnel, consultants, engineers, architects, contractors, vendors, media, and the general public.
- Ability to prepare a variety of documents and reports subject to regulatory requirements and Airport management directives.

Mathematical Ability

- Ability to calculate addition, subtraction, multiplication, division, percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to use functional reasoning in performing influence functions such as supervising, leading, teaching, and directing.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate, maneuver, and steer the equipment and machinery required of the job. This includes simple but continuous adjustments of the controls of motor vehicles, landscaping equipment, agricultural equipment, heavy equipment, common hand tools, computer terminals, radio communication systems, telephones, adding machines, cameras, badging systems, photocopiers, and handheld electronic devices.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as typing and use of long firearms.
- Ability to exert occasional moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Ability to visualize aircraft position and flight path.
- Ability to sustain prolonged visual and audio concentration.

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Environmental Adaptability

- Ability to work under occasionally hazardous and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents and/or dust may cause discomfort and where there is a risk of injury.

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