

Location: 3250 W. Britt David Rd. Columbus, GA 31909

Department: Maintenance

Position Title: Maintenance Manager

Status: Full-time (exempt)

Hours: Monday-Friday 8:00AM-5:00PM

Salary: \$59,000-86,500



Maintenance Manager's Job Responsibilities:

The Maintenance Manager is responsible for the oversight of the development, planning, organizing, directing, coordinating and control of all actions related to Building Maintenance, Airfield Maintenance, Grounds Maintenance, Vehicle Maintenance, and Environmental Services. The Maintenance Manager shall keep Executive management always informed concerning operational matters and/or employee concerns. This position is considered safety sensitive and/or requires access to the safety sensitive areas as required under FAA and DOT regulations. The Maintenance Manager must be willing and able to work all shifts, including nights, weekends, and holidays if required. The Maintenance Manager will also perform the following job duties:

Job Duties:

1. Plans, organizes, controls, integrates, and evaluates the work of assigned staff, provides coaching for performance improvement and development if necessary.
2. Develops, implements, and monitors work plans to achieve goals and objectives.
3. Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the Commission's customer service expectations.
4. Responsible for interviewing, hiring, training, scheduling, coaching, performance appraisals, and disciplinary actions for the Maintenance Department.
5. Records, reviews, and submits payroll for departmental employees.
6. Preparing written and oral reports for and attending the board meetings of the Columbus Airport Commission and such other meetings as the Commission or Director specifies from time to time.
7. Responsible for the work order system, reviews all submitted work request ensures they are properly submitted, documented, and approves to create work orders.
8. Responsible for all aspects of the task orders including, but not limited to, scoping, budget, quality control, and final acceptance, when outside contractors/vendors are used to address or complete work.
9. Ensures airfield remains within Part 139 compliance and adheres to all Federal, State, and local regulations
10. Recommends preventive maintenance and safety programs
11. Facilitates the purchase and maintenance of fleet vehicles and all departmental equipment

12. Attends and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance services
13. Develops, administers, and monitors annual departmental budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary and provides input to the Capital Improvement Program
14. Performs other duties as assigned

Maintenance Manager's Skills, Knowledge, and Experience Include:

- Expert knowledge of the methods, equipment, and materials used in the construction, maintenance and repair of airport facilities and airfields, including building, electrical, painting, plumbing, HVAC, rough carpentry, paving, landscaping, and fencing
- Extensive experience using tools, materials, equipment, and methods used in the construction, preventive maintenance, and repair of a variety of buildings and airfield cement, asphalt, grading, lighting, signs, and markings
- Being able to read and interpret schematics, plans, and specifications about airport maintenance
- Knowledge of procedures for estimating time, personnel, equipment and materials required for maintenance and repair work, general knowledge of budget preparation procedures
- Thorough knowledge and the application of safety codes about construction and maintenance activities on airport facilities and airfields; working knowledge of procedures for inspecting buildings, airfields, and equipment for conformance with specifications and to determine maintenance and repair needs
- Experience supervising, coordinating, training, scheduling, assigning, monitoring, and evaluating work activities of staff
- Providing clear and concise instructions to staff and others to analyze and interpret a broad range of Airport-related laws, regulations and standards, and assess their impact upon departmental operations
- Leading confidently by taking responsibility for routine decisions and emergency actions
- Establishing and maintaining positive and effective working relationships with the Airport Director, peers, supervisors, staff, contractors, tenants, and the general public
- Identifying airport facilities and equipment issues and developing corrective actions plans
- Ability to maintain a pleasant and mannerly demeanor when speaking on the telephone, with the public and with the staff.
- Ability to effectively and professionally respond to customer problems or complaints.
- Possesses strong leadership skills
- Solid experience using PowerPoint, Excel, Word, Access, and other Microsoft programs

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Solid experience using PowerPoint, Excel, Word, Access, and other Microsoft programs
- Ability to climb, crawl, bend, stoop and stretch.
- Ability to lift 25.
- A hearing ability to detect noises, sirens, and emergency or other radio transmissions is necessary along with vision ability of 20/20 with corrected lens.

Education and Experience:

- High school graduate or GED equivalent required.
- Bachelor's degree from four-year college or university and 5 years in a supervisory/management position and/or training; or equivalent combination of education and experience.
- Airport operations experience preferred.

Professional Licenses or Certifications:

- The possession of certifications or licensure in electrical, carpentry, plumbing, HVAC, or mechanical is preferred but not required.
- A Certified Member (C.M.) or Accredited Airport Executive (A.A.E.) certification is desired.
- Possession of a valid driver's license is required.
- Ability to meet and maintain Transportation Security Administration requirements authorizing unescorted access entry to Security Identification Display Area (SIDA).

Travel Required:

Minimal travel is required. Typically attend maintenance, airport, or other related conferences or training.

The Columbus Airport is a drug free work environment. Prior to a final offer of employment, the selected individual will be required to undergo a comprehensive background check and drug screening.

I am aware of my duties and responsibilities set forth in this job description and that I am employed in an "at will" capacity.

Employee Signature

Date

Probation Ends: ____/____/____