

## AIRPORT MANAGER

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Town of Springerville

Springerville Municipal Airport

### POSITION SUMMARY

This position reports directly to the Town Manager. Responsibilities includes directing and coordinating operations, construction and maintenance of airport facilities in accordance with local, state and federal government laws, rules, regulations and policies. This position is exempt under FLSA.

### ESSENTIAL FUNCTIONS

- Directs all operations of the airport.
- Recommends, develops and implements airport policies and procedures. Consults with Advisory Committee members and Federal, State and Local government officials concerning such matters as development of land and facilities as well as operating rules and procedures for various types of aircraft.
- Ensures that operating rules maximize safety considerations.
- Supervises staff in carrying out their prescribed functions.
- Prepares annual budgets and monitors expenditures to ensure proper and efficient management of funds.
- Inspects and reviews reports of the airport facilities to determine long-term development needs in order to meet projected increases in traffic volume.
- Represents the airport before civic and community groups as well as government agencies.
- Administers all capital improvement projects and any grants associated with such projects.
- Oversees and directs all airport maintenance and improvements.

### ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.
- Negotiates lease agreements with existing and potential clients.
- Assists customers as needed.
- Assists with airport event planning.

### CERTIFICATIONS

- Valid Driver's License

### POSITION REQUIREMENTS

**Experience:** Minimum of five years of experience in airport administration or operations in a position showing increasing responsibility.

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**Education:** High School Diploma or GED. Bachelor's Degree in Airport Administration preferred or in a related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Technical Skills:** Knowledge of general building, general electrical knowledge, grounds and airfield maintenance; Technical knowledge of aircraft is preferred but not required.

**Problem Solving:** Requires a great deal of problem solving.

**Decision Making:** Requires a great deal of decision making.

**Supervision:** Supervises the airport attendant.

**Financial Accountability:** Directly responsible for the safe operation of departmental equipment in a cost-effective manner.

**Personal Relations:** Must be able to develop good working relationships with local, state and federal government agencies as well as employees, airport tenants and users.

**Working Conditions:** Works in an office and in all airport facilities. Is subject to answering calls at any time and during all weather conditions.

**Physical Requirements:** May be subject to moderate physical activity including heavy lifting.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.  
This job description last updated June 2025.