

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Airports & Airways Bureau Chief    Position Number: 04004    Location: Helena**

**Department: Aeronautics                      Division and Bureau: Airports & Airways**

### **Job Overview:**

The Airports & Airways Bureau Chief is responsible for directing, planning, development, management and leading the Airports/Airways Bureau; managing the staff of the Bureau; establishing goals/objectives and priorities for the Bureau; developing and administering the policies and budget of the Bureau; determining and obtaining necessary financial and human resources; monitoring programs and services to ensure compliance with statutory responsibilities and state compliance with federal regulations and managing a budget for the Bureau activities, the loan and grant program and the Yellowstone airport. Serves as a liaison between the Division and other local, state and federal organizations such as the Federal Aviation Administration, the Transportation Security Administration and other national and federal agencies. The position reports to the Aeronautics Division Administrator and directly manages a staff of three employees and indirectly manages two seasonal employees. State wide travel is required in state aircraft to perform these duties. The position is on-call for search and rescue (SAR) duty approximately twelve times per year.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Program Development, Implementation and Management - 65%**

- Develops and directs programs, establishes priorities and assigns tasks to Airport/Airways Bureau staff. Ensures Division vision, goals and work plan are achieved by directly supervising activities of the Bureau members.
- Develops plans and program objectives to ensure that the Bureau's programs remain current with national standards and develops effective implementation plans for new methods, technologies and standards.
- Develops and establishes Bureau policies and procedures to ensure that program operations and services are efficient and effective in meeting performance goals.

- Advises on developments affecting the airports system and related issues, problems, opportunities and available options to promote cooperation and coordination to successful implement airport/airways system program, initiatives and improvements. Research and monitor emerging issues, strategic issues and opportunities to preserve the State's investments and ensure resources are efficiently used.
- Oversees the ongoing development and planning of the West Yellowstone Airport including the terminal building, runway, taxiways, precision FAA instrument approach, apron area as well as numerous outbuildings and facilities. Position may act as an ARFF responder for required airport operations.
- Manages all aspects of state-operated airport operations to ensure airport operates in accordance with all applicable local, state and federal regulations and guidance. Prepares and submits all required and requested Federal Aviation Administration airport reporting forms in a timely and efficient manner. Ensures all applicable NOTAMs are reported to the FAA concerning conditions affecting airport safety.
- Responsible for the management of all airport contracts, leases and airport tenant relations on behalf of the Division. Develops future contract/lease rates based on current market rates, airport fiscal responsibilities, and Departmental regulations. Position ensures that the use of airport grounds and facilities by non-aeronautical contractors/lessees is consistent with the safe and efficient use of the airport for aeronautical uses.
- Determines capital needs for future state-operated airport development, expansion and maintenance projects. Ensures all appropriate financial, regulatory and Departmental actions are taken in a timely manner so that future state-operated airport needs are accomplished. Reviews ALP (Airport Layout Plan) as necessary and provides updates to determine future airport development and financial needs. Develops and updates airport CIP (Capital Improvement Plan) as needed. Works closely with division personnel to forecast future state-operated airport budget requirements. Oversees purchasing of all equipment needed for state-operated airport operation within fiscal constraints and department purchasing requirements.
- Manages the Federal Aviation Administration (FAA) sponsored updates to the State Aviation System Plan. An FAA airport improvement program (AIP) grant must be procured by the Division for the funding of these projects. Ensures projects are procured timely and contracted work is completed.
- Supervise the 5010 master record inspections of many of the public use airports within the State (approximately 120 airports) and ensures inspections are conducted in compliance with federal guidelines.
- Ensure the serviceability and operational status of the two high-performance aircraft. Manages numerous buildings, vehicles including trucks, trailers; and a large inventory of aircraft and airport parts, supplies and specialized tools and equipment.
- Oversight of the division's navigation/communication facilities including air-to-ground radio stations throughout the state in which Federal licensing requirements must be met.

- Oversight and management of the mechanics refresher course and the division's resale program. Ensures programs and training courses meet FAA accreditation and the needs of the airports throughout the state.
- Directs the production of various airport and aeronautical publications (airport directory and aeronautical chart).
- Develops and implements the Division's airport development loan and grant program. Review, organize, analyze and recommend applications for projects to the Administrator and the Aeronautics Board.
- Implement funding decisions as directed by the Aeronautics Board ensuring compliance with legal and administrative program requirements. Monitor, organize and implement monetary payments, legal paperwork and all inquiries of the program. Work closely with division financial contacts to review and oversee all fiscal activities of the program.
- Solicits and reviews applications for the airport courtesy car grant program.
- Serves as a liaison for a variety of aviation related topics, involving government representatives, organizations, interested people, groups and public. Presents aviation and airport related information to ensure effective coordination among these interested parties, or as requested by the Division Administrator.

### **Bureau Administration - 20%**

- Establish and monitor vision, goals, internal policies and procedures for Bureau functions. Develop/maintain operational policies and procedures.
- Monitor compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors.
- Develops Bureau and Yellowstone airport budget forecasts and projections and updates budgets in accordance with Departmental policies. Considers demands upon the airport, revenue sources, future viability and required runway and facility standards when planning and developing the budgets.
- Recommends allocations and spending priorities by reviewing past funding practices, anticipated projects, and program goals to determine major issues that may influence budgetary or spending decisions. Develops a working plan for use of Bureau fiscal resources with employees and financial team.
- Actively participates with the accountant and financial contact team to develop and provide input into the division and Yellowstone airport long range planning documents and expenditure forecasting.
- Periodically reviews Bureau and program expenditures for all Airports and Airways programs to ensure money is allocated as designated. Tracks funding levels through fiscal reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims to ensure budgets are not exceeded and MDT resources are used in the most efficient manner.

- Develops recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
- Determines and fulfills equipment procurement needs of the Bureau including responsibility for ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests.
- Represent the department at rule hearings, legislative committees, Aeronautics Board meetings, national meetings, public meetings, media interviews and other government of private aviation interests; evaluates information.

**Staff Management                    10%**

Manages staff of the Bureau by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity of the Bureau. Ensures Bureau staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Manages staff of the Bureau by reviewing and revising overall program work plans, priorities and procedures. Monitors progress through meetings and consultations. Conduct staff meetings, disseminate data and promote information exchange for support and advancement of Bureau goals.

**Other Duties                            5%**

This position performs a variety of other duties as assigned by the Aeronautics Administrator in support of the Department mission and Division objectives. This includes writing articles for the Division’s monthly newsletter, performs on-call search and rescue 24 hours a day for approximately twelve weeks per year, assist with Division sponsored clinics or activities, and other duties as assigned.

**Supervision**

The number of employees supervised is: 3

The position number for each supervised employee is: 04003, 04016, 66140

**Physical and Environmental Demands:**

- This position requires occasional physical labor associated primarily with airport maintenance.
- Position must meet or exceed the requirements set forth by the FAA to obtain an FAA third class medical certificate.
- Position must meet or exceed the requirements set forth by the FAA to obtain and maintain a valid ARFF responders certificate.

- Position must be able to meet the physical challenges associated with piloting self in challenging environments in diverse weather to perform the tasks associated with this position and to satisfactorily pass all Division flight checks.

### **Knowledge, Skills and Abilities (Behaviors):**

- Program management, procurement, budget and contract administration, contract writing, and basic principles of accounting.
- Knowledge of department and state personnel procedures and policies, employment law, program requirements, personnel management practices and techniques, state budgeting and accounting systems including the budget development process, the executive planning process (EPP) and the legislative process are essential.
- Knowledge of airport management principles, airport facilities, programs, resources and technology. Aviation electronic and visual navigational instruments, airside structures and facilities. Standard industry practices relating to airports and aviation in regard to development, management and maintenance.
- Knowledge of commercial and general aviation related items and materials such as FAA regulations, FAA advisory circulars, FAA airport design guide, FAA construction standards, FAA AIP grant applications, FAA Terminal Instrument Procedures (TERPS) criteria, FAA FAR Part 77. Knowledge of airport, public and industry trade and technical manuals and guidelines.
- Knowledge of airport rules and regulations, airport layout plans, capital improvement plans, FAR Part 139 manuals and airport security manuals. Basic understanding of light aircraft, principle flight characteristics, operating parameters and the rules regarding repair and maintenance. Knowledge of operation of airport maintenance, navigational, electronic, and communication.
- General design and construction practices including airfield/road construction and pavement maintenance, basic principles of survey when reading and interpreting airport layout plans, and airport survey information.
- Organizing and effectively managing several programs and duties with minimal supervision. Effective time organization and management when reviewing the work of others, as well as managing own projects and workload.
- Making responsible and logical decisions when assessing complex and rapidly changing technological issues and skill to implement new technology and methods quickly and accurately. Decisions are often critical to public safety and must occur with minimal supervision.
- Communicating effectively with direct reports, MDT employees and the public. Communicate regularly with division administrator to inform of Bureau activities and status. Skill with public speaking and making presentations.

- Establishing effective working relationships with a variety of individuals, agencies and personalities to share information in a timely, authoritative and accurate manner.
- Efficient lease management and negotiations.
- Piloting self in high performance, single engine aircraft in and out of rugged, high elevation airports in a diverse range of weather conditions. Piloting self with an observer in aerial search and rescue missions in mountainous and other challenging terrain.
- Ability to operate a variety of equipment such as trucks, loaders, tractors, fire trucks, crash/fire rescue vehicles, and rotary snow plows.
- Basic office functions and routinely used software such as Word, Excel, Outlook, Oracle, and Power Point.
- Must be able to perform under stressful, confidential and time-sensitive circumstances.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Aeronautical Science, Aviation Management, Professional Aeronautics Aeronautical/Civil Engineering, Construction Management, Business or a related field.

This position requires a minimum of 5 years of related experience. This position requires a minimum of 3 years of supervision or team lead experience.

Certifications, licensure, or other credentials include: Must possess and maintain an FAA Private Pilot’s License with an instrument rating. Must possess and maintain an FAA Third Class Medical Certificate.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

This position MAY require a DHS/TSA administered background check if requested by that agency for the fulfillment of certain job duties.

Position requires occasional flights to various points in Montana as well as other vehicle travel within Montana often during non-business hours in both vehicles and aircraft.

*List any other special required information for this position*

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|--|--|
| <input type="checkbox"/> Fingerprint check           | <input type="checkbox"/> Union Code                        |
| <input checked="" type="checkbox"/> Background check | <input checked="" type="checkbox"/> Valid driver’s license |

Other; listed above under Special Requirements

Safety Responsibilities

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 perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Program Supervisor Job Code Number: B1J01M**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> FLSA Exempt  | <input type="checkbox"/> FLSA Non-Exempt               |
| <input type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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