



Seeks Qualified

Manager of Airport(s)

Richland, Washington

Salary: \$90,000 – 100,000 DOQ

The Port offers a generous benefits package that includes paid medical/dental/vision health insurance for the employee and dependents through the Washington Health Authority, retirement benefits with Washington State PERS, deferred compensation, and other opportunities for retirement investments.

Position Overview

This manager reports directly to the Executive Director and is responsible for managing the operational and managerial activities of the Port's two airports, which are located near the cities of Richland and Prosser. Responsible for overseeing all aviation activities at both airports, this manager is responsible for working closely with tenants, stakeholders, and regulatory officials to ensure the airports are operationally safe, responsive to customers, productive, and fiscally efficient. The Richland airport offers two runways, localized approach communications, re-fueling services, base operation over 150 ties down slots, and pilot services.

The Airport Manager is part of the Leadership Team and works collaboratively with the Finance, Real Estate/Property Management, and Facilities/ Engineering managers to ensure the Port serves its customers, community partners, stakeholders, and economic sustainability of the region.

The employee must respond to emergencies on 24/7 bases but typically works a Monday-Friday workweek. The position is FLSA exempt.

To learn more about the Port of Benton and the Airport Manager position visit our website:

<https://portofbenton.com>

Essential Job Duties – Manager of Two General Aviation Airports

Plan, direct, manage and oversee day-to-day general aviation activities for two airports as follows: maintain viable and accessible runways, building facilities, airport security and fire protection, manage plane traffic/air traffic communications in accordance with the Federal Aviation Association and WSDOT aviation standards and regulatory requirements (Wildlife Hazard Mitigation/Notices to Airmen of potentially hazardous conditions).

Initiate and sustain a positive, productive, and engaged relationship with Port customers, tenants, vendors, stakeholders, and business leaders in the Tri-Cities region. Consistently message the value of establishing a business relationship with the Port of Benton.

Make optimum decisions in stressful situations after completing thorough analyzes of the issue/crisis, consider a range of feasible solutions, and prioritize the implementation of the selected solution that complies with regulatory requirements and best aligns with the Port standards and values.

Ability to communicate verbally and in writing in a clear and concise manner (in English), the value and significance the Port brings to the Tri-Cities region are essential. The Port's audience includes those in the general aviation community, business/land developers, tenants, local-regional-global elected officials and stakeholders, and the communities throughout Southeastern Washington.

Manage significant capital improvement projects and construction sites in accordance with a broad range of governmental requirements. Prepare and oversee the Request for Proposals/Qualifications processes specific to airport operations (building and runway).

Responsible for overseeing fiscal accountability of airport operations, equipment inventory and maintenance schedules, and acquisition of materials in support of construction initiated by the Port.

Critical to the success of this manager is the ability to work collaboratively and cooperatively with colleagues at all levels of the organization. The Port's Leadership Team works as a cohesive team in serving customers, tenants, stakeholders, regulatory partners, and the economic communities throughout the region.

Minimum Requirements/Job Qualifications

An Association's degree in Aviation Science or Aviation Maintenance, Building or Property Maintenance, or business management with a concentration in aviation or a similar field. Applicants with a bachelor's degree are preferred.

Two (2) years of increasingly responsible experience managing the operational and administrative functions of a small general aviation airport or similar management experience. Prior experience in working within a government entity is preferred.

Must complete a thorough pre-employment screening process. Applicants may be subject to a criminal record check and have no criminal activity within the last ten (10) years. Applicants may be subject to drug testing as required by U.S. Code 8103 (Drug-free workplace requirement for Federal grant recipients).

Must have a Washington State Driver's License or be able to acquire a license in 30 days of being hired. Must have a clean driving abstract with no infractions within the last 3 (three) years.

Work Environment/Physical Demands

This employee works primarily in the office or enclosed buildings, although there will be extended periods when the employee will work outside. The weather in the Tri-Cities region during the summer months can reach temperatures near 100 degrees and fall below 10 degrees during winter months with significant snow. Ability to tie-down planes requires reaching and bending, and a need to lift to 40-60 pounds.

The employee will need to drive a Port owned vehicle when work tasks mandate.

TO APPLY: Send Resume to Janice Corbin at collins@portofbenton.com Position opened until filled. First review of resumes October 30, 2019.