



## City of Kansas City, Missouri Job Class Specification

**Job Title:** AVIATION MANAGER

**Department:** AVIATION

**Job Code:** 2033

**Status:** EXEMPT

**Grade:** EX-4

### Summary

This is responsible managerial and technical work in directing or assisting in directing assigned divisional program(s) or project(s) in the operation of a municipal airport.

Work involves the responsibility for the efficient and economical completion of assigned responsibilities in any area of airport operations and maintenance and department management such as, physical plant, transport systems, planning, development, operations or maintenance. Work involves conferring with airport users, federal officials and personnel and other staff members. Employees of this class are given broad discretion and are expected to exercise considerable independent judgment in directing assigned programs and personnel and are expected to assume total responsibility in the absence of his or her supervisor. Work is reviewed by higher level management through observations, conferences, submitted reports and results achieved.

### Duties and Responsibilities

- Manages assigned program(s), project(s) and personnel; prepares work schedules, determines work methods and equipment required, and assigns staff to work crews.
- Directs personnel in solving difficult assignments, review objectives, methodology and results of assigned projects.
- Makes recommendations regarding new construction and contact repairs, writes specifications for purchase of new and additional equipment.
- Determines current and future maintenance needs of a municipal airport and prepares reports and recommendations to meet those needs.
- Confers with air carriers, fixed base operators and airport tenants regarding airport operational procedures, provisions of leases, invoices, etc.
- Assumes responsibility for airport safety programs and ensures that runways, taxiways and field conditions permit safe operation of aircraft and motor vehicles, and coordinates activities with crash-rescue staff.
- Assumes operational control of airport during emergencies and coordinates all necessary activities and agencies to eliminate emergency situations and return airport to normal operations.
- Develops and manages plans and programs regarding the acquisition, development and leasing of airport facilities.
- Confers with superiors regarding assigned programs; prepares reports evaluating such programs; makes recommendations for program(s) improvement, revised needs, time goals, and costs.

- Collaborates with various local and state governments or agencies, community organizations and city departments to consolidate resources, enhance productivity and ensure the desired outcome of assigned projects.
- Supervises airport safety activities, runway lights and signals and motor equipment operating on the field; ensures that landing strips, adjacent grounds and field conditions are satisfactory for the safe operation of aircraft, mobile vehicles and the traveling public.
- Supervises the inspection of airfield and airfield facilities for the presence of any hazardous conditions and takes required corrective action.
- Supervises the maintenance of records and prepares reports regarding the performance of subordinates, progress of work, time, cost, staff and other requirements of new work and the presence of unsafe working conditions.
- Supervises activities involved in preparing current and advanced land use plans, in administering zoning ordinances, and in assembling and interpreting economic, social and related data for planning projects; prepares comprehensive reports based upon careful research and study of planning, zoning, renewal and related problems.
- Performs related duties as required.

**Technical Skills**

Considerable knowledge of:

Principles and practices of airport management.  
 Technological, legal, contractual, financial and operational changes of a municipal airport.  
 Airport operations, maintenance, and safety requirements and crash-rescue procedures.  
 Airport lease and property management, and municipal ordinances.  
 Federal, state and local laws and regulations governing the use and operation of airports.

Ability to:

Analyze and effectively report upon operating conditions and problems and to recommend appropriate solutions.

Plan, assign, direct and coordinate effectively the activities of a number of subordinates engaged in airport management activities.

Establish and maintain effective working relationships with subordinates and other city employees, representatives of other agencies and the general public.

React quickly in evaluating emergency and other critical situations and taking corrective action.

Develop plans and programs for improvement of aviation management activities and airport facilities.

**Education and Experience**

Accredited Bachelor's degree and two (2) years' airport operations, airport regulatory compliance, or oversight of building and/or construction operations at an airport.

OR

High School graduation and six (6) years of experience in airport operations, airport regulatory compliance, or oversight of building and/or construction operations at an airport.

**Certificates/  
Licenses/Special  
Requirements**

- Must pass a background check as prescribed by the City
- Will be required to pass a preemployment drug screen.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- May be required to successfully obtain and maintain an MCI Issued AOA Movement Area Badge with driving privileges.
- May be required to obtain a valid CDL (Commercial Driver's License) Class A, B, or C issued by the State of Missouri prior to the end of the employee's probationary period.(Appropriate CDL will be determined by the department).

**Supervisory  
Responsibility**

None

**Supervision  
Received**

Work is performed under the general supervision of higher level management.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

**Revised**

3/87

10/03, 6/05, 9/06, 1/08, 02/08, 02/19, 02/22, 8/2022, 12/2023, 01/2024, 05/2024, 04/2026