

MERIDIAN AIRPORT AUTHORITY JOB DESCRIPTIONS

JOB TITLE

FBO MANAGER

Status: Full-time Exempt (as detailed in US Dept of Labor Wage and Hour Division Fact Sheet 17A)

Applicable Exemption: Executive

Supervisor: President/CEO

SUMMARY

The purpose of this position is to perform managerial functions associated with overseeing operations and activities of the Meridian Aviation Fixed Base Operation and assisting the director in overseeing assigned activities of the Meridian Airport Authority.

ESSENTIAL FUNCTIONS

The following duties are required for this position. This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities assigned and required by management that it deems applicable, indicated, or necessary at any time, with or without notice.

Directs the work of two or more full-time employees, or the equivalent. Suggests and makes recommendations as to employee statuses, including hiring, training, disciplinary actions, and terminations.

Provides direction, guidance, assistance, and discipline to employees; assign and oversee work; coordinate daily work activities; organizes and prioritizes workload; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Assists in preparing for meetings; conducts/attends meetings; conducts training for internal and external groups as needed.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems; counsels; completes employee performance appraisals; makes hiring selections for FBO.

Ensures FBO compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

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Develops and administers operating budget, capital improvement plan; prepares financial statistics reports.

Promotes and supervises the rental and leasing of FBO property and facilities; ensures all fuel and equipment pricing is current.

Prepares and maintains a variety of required reports and records for submittal to Federal, State, local, military, and airline agencies pertaining to operational, safety, and quality policies.

Maintains adequate inventory of tools and parts to support FBO operations.

Maintains fuel supply by ordering and monitoring deliveries to ensure quality control Inspect and maintains all fueling equipment to include scheduled fuel system filters changes and disposal of contaminated fuels in the proper manner.

Communicates via telephone and/or two-way radio; provide information, guidance, and assistance; takes and relay messages; responds to requests for service or assistance.

Communicates with employees, control tower personnel, airport personnel, federal/state aviation officials, tenants, prospective tenants, vendors, local business and community leaders, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Consults with President and other officials as needed to review FBO activities, provide recommendations, resolve problems, and receive advise/direction; implements board policies and decisions.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Assists in performing various managerial tasks associated with FBO operations, which may include servicing aircraft, mowing grass, trimming weeds, cutting trees/limbs, clearing ground areas, climbing ladders/steps, removing trash/debris, or lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with FBO operations, which may include a utility truck, tow tractor, forklift, push mower, weed eater, shovel hand tools, mechanical tools, painting tools, plumbing tools, carpentry tools, or radio communications equipment.

Responds to emergency situations or situations requiring management intervention after business hours when on-call.

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Conducts various errands as needed.

Provides assistance to other employees as needed.

Perform other related duties as required.

PERFORMANCE APTITUDES AND REQUIREMENTS

Physical Presence: The presence of the employee or collaboration of the employee in person is required.

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Exercise judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio, and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

REQUIRED MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by at least two (2) years previous experience and/or training involving FBO operations at a supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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Candidates and employees must be a minimum of eighteen (18) years of age, fluently speak and read the English language, be authorized to legally work in the United States of America, and possess and maintain a valid Driver's License. Meridian Airport Authority is a drug-free, alcohol free workplace. Employees are expected to comply with background, drug, and/or alcohol screenings; possess excellent verbal and written documentation skills; be team oriented; be accountable; and be self-motivated. Our goal is to provide a superior customer service experience at all times.

COMPLIANCE

Meridian Airport Authority ("Authority") is an Equal Opportunity Employer. The Authority is committed to compliance with all anti-discrimination laws, regulations, and policies. The Authority will ensure equal employment opportunities ("EEO") for all Authority employees and applicants for employment regardless of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age (40 and over), disability, sexual orientation, or reprisal for participation in protected activities. Discrimination on the basis of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age (40 and over), disability, or sexual orientation is strictly prohibited. Retaliation against any employee who files an EEO complaint or who participates in the EEO process is also strictly prohibited. Any discriminatory or retaliatory conduct is unlawful and violates Authority policy. Employees shall be appointed, promoted, disciplined, rewarded, and dismissed solely on the basis of merit and fitness. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified applicants and/or employees with disabilities, unless the accommodation is considered an undue hardship to the Authority or the disability poses a direct threat (i.e., significant risk of substantial harm) to the health and safety of the employee or others. Both prospective and current employees are encouraged to discuss potential accommodations with the employer.

FLSA EXEMPTION

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