

Location: 3250 W. Britt David Rd. Columbus, GA 31909

Department: Airport Maintenance

Position Title: Maintenance Manager

Status: Full-time (exempt)

Hours: Monday-Friday 8:00AM-5:00PM (on-call after hours)

Salary: \$55,000-\$70,000



Maintenance Manager's Job Responsibilities:

The Maintenance Manager is responsible for the oversight of the Maintenance Departments policies, procedures, and budget, manages and evaluates three departmental supervisors and a facilities tech, ensures the development of staff through functional training, implements and practices safety principles within the department, receives and investigates complaints from the public, airport tenants and other personnel concerning building and airfield conditions and assigns staff to correct the conditions; assists in preparation of cost estimates; recommends preventive maintenance and safety programs; evaluates staffs suggestions relating to work programs; prepares specifications for materials and supplies; and prepares routine reports; must be willing and able to work all shifts, including nights, weekends, and holidays if required. The Maintenance Manager will also perform the following job duties:

Job Duties:

1. Partnering with supervisors to provide consistent and effective staffing, training and scheduling for adequate coverage
2. Oversees the interviewing, hiring, and training of maintenance department employees.
3. Ensuring the Work Order System is accurate, complete and up to date for all assigned work orders (including those addressed/completed by assigned in-house teams or outside contractor/vendors).
4. Ensuring work orders are properly completed, documented, and completion is reported.
5. Developing, implementing, and managing quality control program for maintenance tasks completed by both internal staff and external contractors and consultants.
6. Aid in the development of the Airport Certification Manual, Airport Security Manual, Wildlife Management Plan, and Storm Water Pollution Prevention Plan.
7. Providing support to staff and ensuring they have the necessary tools and equipment to efficiently and effectively complete assigned tasks
8. Responsible for all aspects of the task orders including, but not limited to, scoping, budget, quality control, and final acceptance, when outside contractors/vendors are used to address or complete work
9. Ensures airfield remains within Part 139 compliance and adheres to all Federal and State regulations
10. Recommending preventive maintenance and safety programs

11. Facilitating the purchase and maintenance of fleet vehicles and all departmental equipment
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of maintenance services
13. Develops, administers, and monitors annual departmental budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary and provides input to the Capital Improvement Program
14. Makes initial and quarterly maintenance inspections on hangars; recommends and completes necessary repairs
15. Other duties as assigned

Maintenance Manager's Skills and Qualifications:

- Expert knowledge of the methods, equipment, and materials used in the construction, maintenance and repair of airport facilities and airfields, including building, electrical, painting, plumbing, HVAC, rough carpentry, paving, landscaping, and fencing
- Extensive experience using tools, materials, equipment, and methods used in the construction, preventive maintenance, and repair of a variety of buildings and airfield cement, asphalt, grading, lighting, signs, and markings
- Being able to read and interpret schematics, plans, and specifications about airport maintenance
- Knowledge of procedures for estimating time, personnel, equipment and materials required for maintenance and repair work; general knowledge of budget preparation procedures
- Thorough knowledge and the application of safety codes about construction and maintenance activities on airport facilities and airfields; working knowledge of procedures for inspecting buildings, airfields, and equipment for conformance with specifications and to determine maintenance and repair needs
- Experience supervising, coordinating, training, scheduling, assigning, monitoring and evaluating work activities of maintenance staff
- Providing clear and concise instructions to staff and others to analyze and interpret a broad range of Airport-related laws, regulations and standards, and assess their impact upon departmental operations
- Leading confidently by taking responsibility for routine decisions and emergency actions
- Maintaining effective working relationships with Airport Director, departmental staff and other employees, contractors, airport tenants and the public
- Establishing and maintaining positive and effective working relationships with the Airport Director, peers, supervisors, staff, contractors, tenants, and the general public
- Identifying airport facilities and equipment issues and developing corrective actions plans
- Exercising independent judgment and initiative within established guidelines
- Ability to write in a clear and organized manner generally free of spelling and grammatical errors.
- Having the ability to use Microsoft Outlook, Word and Excel programs, including computer systems used by CSG

Education and Experience:

The ideal candidate will have five (5) or more years of experience in commercial buildings or a similarly complex environment in a variety of skilled trades areas related to the maintenance of buildings and building systems including, but not limited to HVAC, plumbing, and electrical systems. The ideal candidate will also demonstrate experience planning, managing, and evaluating the work of assigned supervisors and skilled and semiskilled trades and technicians. A Bachelor's degree in Construction Management, Facilities or Industrial Management, Engineering, or another related field is preferred but not required.

Professional Licenses or Certifications:

The possession of certifications or licensure in electrical, carpentry, plumbing, HVAC, or mechanical is preferred but not required. A Certified Member (C.M.) or Accredited Airport Executive (A.A.E.) certification is desired.

Travel Required:

Minimal travel, typically attend Maintenance or Airport related conferences or training.

The Columbus Airport is a drug free work environment. Prior to a final offer of employment, the selected individual will be required to undergo a comprehensive background check and drug screening.