

PART I	DEPARTMENT OF PERSONNEL SERVICES	17.313
	STATE OF HAWAII	17.314
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Class Specifications  
for the Class:

AIRPORTS DISTRICT MANAGER SERIES

This series includes positions the duties of which are to administer and manage the operations and maintenance of public airports in the various districts or counties of the State. Positions in this series require knowledge of the principles and practices of airport management and applicable federal and State laws, rules and regulations.

An Airport Superintendent has 24-hour responsibility for the airports under his jurisdiction including providing operational services (includes direct operational control of aircraft and vehicles utilizing the terminal aprons), maintaining an inspection program of runways, taxiways and facilities, providing services and facilities to travelers and others and maintaining all buildings, facilities, taxiways, runways, grounds, etc.

Levels in this series are distinguished on the basis of various combinations of the following factors:

1. Nature, variety and scope of responsibilities (including, not limited to, such things as number and size of airports, kinds and volume of daily air traffic, nature of the operations, variety and scope of auxiliary activities, etc.);
2. Nature of supervision exercised as well as number and variety of positions supervised;
3. Nature of personal work contacts;
4. Nature of available guidelines;
5. Nature and scope of recommendations, commitments and decisions.

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Examples of Duties:

Administers, manages, directs and controls all operational, maintenance, custodial, fire and security activities of the airports; maintains continuous inspection of airports to meet Federal Aviation Administration Airport Certification Standards; develops means of improving existing methods of operations; submits planned and recommendations for expansion of airport facilities; recommends improvement in airport operations and maintenance; maintains liaison with and coordinates operational matters among various airlines, the general aviation community, military agencies, Federal Aviation Administration, Weather Bureau and other public and private agencies; manages the use of airport facilities by aeronautical and non-aeronautical tenants and concessionaires; collects rentals and enforces rental agreements; assigns parking spaces for aircraft, ramp equipment and automobiles; provides and directs ground transportation activities; directs crash fire operations; investigates complaints of patrons, tenants, employees and accidents connected with airport operations; determines extent and type of maintenance of airport facilities and grounds and directs the maintenance program; supervises the record keeping and business affairs of an assigned district airport jurisdiction; prepares and submits reports; develops budget requests; prepares bid specifications for formal contracts, awards informal contracts and ensures that the project is satisfactorily completed; interprets and enforces pertinent rules and regulations.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of airport management; federal, State and county laws, rules and regulations pertaining to air transportation operations and maintenance; airport maintenance; principles and practices of safety, particularly those pertaining to airports; principles and practices of supervision; aviation practices and terminology.

Ability to: Administer, manage, plan, direct, control and/or coordinate airport operations and maintenance; establish and maintain effective working relationships with

the Federal Aviation Administration, other federal and State agencies, the airline industry, the general public and others; give and follow oral and written instructions; prepare reports and budget requests.

AIRPORTS DISTRICT MANAGER II

17.314

Duties Summary:

Administers, manages, directs and is responsible for the operations and maintenance of airports in an assigned district or geographical area handling a heavy volume of air traffic which may include overseas air traffic, and represents the airports in the assigned district or geographical area; or manages the operations of an overseas airport handling a large volume of local and domestic overseas air traffic; executes established policies and enforces applicable federal and State laws, rules and regulations; and performs other duties as required.

Distinguishing Characteristics:

Airports District Manager II positions are generally of two types:

1. The Airports District Manager is responsible for administering and managing the operations and maintenance of airports in a district or county jurisdiction where (a) the span of operations and maintenance is considerable; and (b) the volume of air traffic is substantial.
2. The Airports District Manager is responsible for managing the operations of an international airport where there is a tremendous volume of local and domestic overseas air traffic.

Examples of Duties:

Administers, manages, directs and controls all operational, maintenance, custodial, fire and security activities of the airports in an assigned district, or manages, directs and controls all operational activities at a major overseas airport including custodial services,

central paging and terminal attendants' services; maintains continuous inspection of airports to meet Federal Aviation Administration Airport Certification Standards; reviews and develops means of improving existing methods of operation; submits plans and recommendations for expansion of airport facilities and for improvement in airport maintenance and/or operations; maintains liaison with and coordinates operational matters among various airlines, the general aviation community, the military, Federal Aviation Administration, Weather Bureau and other public and private agencies; supervises the use of airport facilities by aeronautical and non-aeronautical tenants and concessionaires; develops and maintains internal and external operational and business activities to improve the district's revenues and business relationships; collects rentals and enforces rental agreements; assigns parking spaces for aircraft, ramp equipment and automobiles; provides and directs ground transportation activities; directs crash fire operations; investigates complaints of patrons, tenants, employees and accidents connected with airport operations; determines extent and type of maintenance of airport facilities and grounds and directs the maintenance program; supervises the record keeping and business affairs of an assigned district airport; prepares and submits reports; develops budget requests; prepares bid specifications for formal contracts, awards informal contracts and ensures that the project is satisfactorily completed; interprets and enforces pertinent rules and regulations; assists in the leasing and renting of airport facilities; coordinates and controls the public affairs, exhibits and other programs or activities conducted at the airports.

Knowledge and Abilities Required:

Same as for the next lower level but also including: the ability to administer, manage, plan, coordinate, direct and control the operations and maintenance of airports where there is a relatively heavy volume of local and domestic overseas air traffic; or the ability to plan, manage, direct and control the operations of a major overseas airport handling a large volume of local and domestic overseas air traffic.

AIRPORTS DISTRICT MANAGER III

17.315

Duties Summary:

Manages, directs and is responsible for the administration, operation, maintenance and related programs and activities of the State's largest airports district; executes established policies and enforces all applicable federal, State and county laws, rules and regulations; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for administering, managing, planning, directing and coordinating all operations, maintenance and related activities of the State's largest airport district. The more extensive operations, including a tremendous volume of local and domestic overseas air traffic, more and varied personal working relationships, etc., present more complex administrative and managerial problems of coordination, planning and organization than for those classes at the lower levels.

Examples of Duties:

Administers, manages, plans, directs, coordinates and controls all managerial, operational, maintenance, custodial, fire, security and related activities of the airports; maintains continuous inspection of airports to meet Federal Aviation Administration Airport Certification standards and develops means of improving existing methods and procedures of operation; submits plans and recommendations for expansion of airport facilities and for improvement in airport operations, maintenance and related activities; maintains liaison with and coordinates operational matters among various airlines, the general aviation community, the military, Federal Aviation Administration, Weather Bureau and other public and private agencies; administers the use of airport facilities by aeronautical and non-aeronautical tenants and concessionaires; develops and maintains internal and external operational and business activities to improve the district's revenues and business relationships; provides and directs ground transportation activities; directs crash fire operations; investigates complaints of patrons,

tenants, employees and accidents connected with airport operations; establishes space allocations and provides space for assignment; supervises the record keeping and business affairs of the district; prepares and submits reports; develops district's budget request; develops and maintains operational and maintenance standards for the district; establishes and maintains effective working relationships with the airline industry, public and private agencies and individuals; develops and maintains plans and procedures for dealing with emergency situations; prepares recommendations relating to rental and leasing of airport facilities and the proper use of facilities.

Knowledge and Abilities Required:

Same as for the next lower level, but also including: the ability to administer, plan, manage, coordinate, direct and control the operations, maintenance and other related activities in a district handling a tremendous volume of local, domestic overseas and international air traffic.

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This is a change in title from Airport Superintendent VI, VII, and VIII effective September 1, 1982.

Reviewed for currency on September 1, 1982.