



Career Service Authority
Director of Aviation Maintenance

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GENERAL STATEMENT OF CLASS DUTIES

Manages, plans and directs the maintenance operations and functions, of the Maintenance and Engineering Division of the Department of Aviation.

DISTINGUISHING CHARACTERISTICS

This class is a combination of an operational and strategic manager but it is predominantly operational. It is responsible for directing and managing the maintenance function within the Department of Aviation. This classification is distinguished from the Deputy Director of Aviation for Maintenance, Planning and Engineering which is responsible for the overall strategic direction of both the engineering function and the maintenance function. The Director of Aviation Maintenance is also distinguished from the Manager Two class in this section which directs and manages a specific functional area within maintenance by developing objectives while implementing strategies and managing plans, programs, and projects; incumbents in the Manager Two classification report to this position.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems; responsible for organizational management (development, staffing, and conflict); and allocating resources.

Level of Supervision Received and Quality Review:

Under executive direction, the employee is delegated personal responsibility and authority over a department division, agency or department. Agency manager or director, the Mayor, cabinet member or a commission or board, may review work for soundness of judgment and conclusion.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more second level managers.

ESSENTIAL DUTIES

Manages all aspects of preventive and corrective maintenance pertaining to airside and landside maintenance activities; develops and/or establish standards, procedures, systems, and/or guidelines for operational and/or functional area(s), subordinate managers, supervisors and/or staff.

Assists with the establishment of the aviation maintenance and engineering division's operational framework and adopts policies and procedures for the assigned operational and/or functional area(s).

Develops, manages and recommends an annual budget by reviewing past expenditures, analyzes and projects future needs; tracks expenditures to ensure compliance with budgetary guidelines, goals and objectives.

Collaborates and interacts with managers and/or executives, and others internal or external to the City and County to secure funds and resources for the division, functional and/or operations area(s); participates in and/or conducts budget and fiscal policy-setting discussions for the division.

Plans aviation maintenance goals and activities through research, evaluation, review, and assessment of future needs; makes recommendations and implements necessary improvements and modifications to ensure safe, attractive and well maintained facilities and grounds.

Provides leadership to subordinate managers and supervisors by establishing, assigning, planning, organizing and prioritizing aviation maintenance goals and objectives and standards for equipment and manpower; assists subordinate managers and supervisors with the coordination of personnel and equipment task assignments to ensure efficient completion of division tasks.

Represents the maintenance section at meetings to present plans, projects, programs and activities and to discuss and/or coordinate matters involving mutual efforts with other departments, division, tenants and airport users.

Through subordinate managers and supervisors, gathers and maintains records of maintenance data; prepares a variety of reports and correspondence; reviews data and reports prepared by staff relating to aviation maintenance activities and compliance with city, state and/or federal rules and regulations.

Directs and manages through subordinates all snow removal activities and functions.

Administers and monitors contracts concerning airport maintenance activities.

Drives staff development initiatives to instill shared values and enhance core competencies across functions, operation and/or the organization; initiates and implements programs to develop, build upon and encourage performance strengths of subordinate managers, supervisors and /or staff.

Directs the implementation of human resource policies, practices and procedures.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management; formally evaluates the work of directly subordinate managers, supervisors and/or staff.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Core Competencies:

Oral Communication - Clearly communicates and explains agency/department policies and work assignments to staff, and communicates information about the functional and/or operational area's activities to peers, higher-level managers, administrative staff of other organizations, internal and external customers, and local stakeholder groups.

Written Communication - Composes, reviews, edits and issues written materials for diverse audiences; communicates purpose in a succinct and organized manner, appropriate for context, time and place. Written materials affect the assigned functional and/or operational areas or the overall organization.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff of other organizations, internal and external customers, and local stakeholder groups to accomplish the organization's mission. Adapts approach to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level management, peers, internal and external customers and stakeholders to generate areas of agreement and joint action.

Influencing/Negotiating - Uses persuasion to change the decisions, opinions, attitudes and behaviors of staff, higher-level management, peers, internal and external customers, and stakeholders. Brings opposing groups or individuals together in order to reconcile differences and accomplish organizational goals that affect a wide range of organizational activities, work of other agencies/departments or the public.

Financial Management - Plans, allocates, negotiates, and monitors revenue and/or expenditures, authorizes transfer of funds and approves submission of budget supplement requests to ensure cost-effective management of programs, projects and policies for multiple functional and/or operational area(s).

Flexibility - Is open to new ideas and adapts to changing work situations and priorities by modifying existing plans that affect the functional and/or operational areas, internal and external customers, and local stakeholder groups. Remains calm under pressure.

Self-Direction - Sets goals and takes initiative in implementing ideas, systems or policies that affect functional and/or operational area(s) or the organization. Manages time efficiently; encourages feedback; and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality products and service(s) in an agency/department; anticipates and meets demands and needs of internal and external customers and stakeholders; strives for continuous improvement.

Decisiveness - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems or policies that affect organizational functional and/or operational areas and/or the organization and/or the public.

Problem Solving - Uses logic to identify and solve problems for organizational functions and/or operations. Considers options, where there are a various possible actions that may affect organizational functions and/or operations and/or the organization and the public.

Leadership - Initiates and sustains action to accomplish the goals of the organization by guiding and motivating others and gaining the confidence and active support of subordinates, peers, staff of other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

External Awareness - Stays informed about key issues affecting the assigned functional and/or operational areas and/or the agency/department, including political, economic, social, technological and administrative factors, and uses the information in making decisions that affect a wide range of agency/department activities, work of other organizations, or the public.

Planning and Evaluating - Establishes program/policy objectives and strategies for functional and/or operational area(s) within an agency/department; identifies required resources and develops plans for carrying out the work in a timely manner. Ensures that programs and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Impact affects a wide range of agency/department activities, work of other organizations and/or the public.

Human Resource Management - Works with human resource staff to implement human resource policies for an organization within an agency/department to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action; maintains effective employee relations and complies with government/citywide regulations and policies.

Managing Diverse Workforce - Recognizes diversity as a business strategy; recruits, develops and retains a diverse workforce for part of a major organization within an agency/corporation; builds a culture that fosters teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication and promotes team work at all levels within an organization; cooperates with staff, higher-level management, peers, internal and external customers and stakeholders to accomplish the organization's goals.

Internal Controls/Integrity - Develops, implements, and monitors accounting and administrative controls for multiple functional and/or operational area(s) within an agency/department. Exhibits personal integrity and promotes ethical conduct of employees; abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, staff of other organizations, internal and external customers, and local stakeholder groups. Impact can affect a wide range of agency/department activities but is predominantly limited to functional and/or operational area(s).

Technology Management - Integrates technology into the workplace; develops strategies using new technology to manage and improve the effectiveness of multiple functional and/or operational area(s) or program(s); understands the impact of technological changes on the organization.

Knowledge of the Federal Aviation Regulations and other Federal, State and local regulations that affect maintenance and operations of an airport.

Knowledge of airport maintenance practices sufficient to be able to direct the planning, coordinating and directing of airport maintenance operations.

Knowledge of preventative maintenance practices and procedures sufficient to be able to develop and maintain programs.

Knowledge of the proper operation and maintenance of equipment used in field maintenance activities.

Knowledge of computer systems and ability to utilize related software to include computerized maintenance management programs.

Knowledge of principles of pavement and turf maintenance.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Education and Experience Requirement:

Baccalaureate degree in engineering, aviation or related field of study; and three years of management level work experience which must have included managing airport maintenance in a medium or large hub civilian airport, a military facility or a large multifunctional maintenance operation; one year of management experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision making experience with planning and organizing multiple maintenance programs, projects, operations or functions.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Completion of the Career Service Authority Supervisor training course prior to completion of the probationary period.

Possession of a Colorado Class "R" Driver's License is required.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 10/01/2006

REVISED BY: Lori Mack

CLASS HISTORY