



Airport Director
Grand County, UT
125 East Center Street



\$87,192 - \$131,886 / ANNUALLY

Starting wage dependent of experience and qualifications

HOW TO APPLY

Apply online at www.grandcountyutah.net or email
cover letter and resume to:

gchr@grandcountyutah.net



About the Position:

The Airport Director will oversee various managerial, administrative, supervisory, and technical duties to ensure the efficient and effective operation of the Canyonlands Regional Airport. This role includes daily tasks related to planning, organizing, directing, and coordinating airport operations, construction, and maintenance. The Airport Director will also ensure compliance with all federal, state, and local regulations related to airport operations, including fire rescue and airfield security.



Essential Functions:

- Assists in the preparation and administration of the airport budget, and applies for and manages grants.
- Acts as project manager for the Canyonlands Regional Airport.
- Is responsible for pursuing overall airport business development, marketing strategies, and economic growth opportunities.
- Ensures compliance with airport standards and regulations, and assists with negotiations for airline services, fees, and contracts.
- Ensures compliance with FAA and DHS regulations by maintaining safety and security manuals.
- Oversees airport operations and projects with various agencies and entities.
- Responsible for overseeing necessary airport inspections, providing fire rescue services, and airport security as required by federal and state regulations.
- Acts as Airport Security Coordinator
- Trains and maintains records for Aircraft Rescue Fire Fighter personnel and ensures rescue and firefighting personnel safety.
- Performs oversight of airport security provisions.
- Ensures proper dissemination of all correspondence and communications.

This is not an exhaustive list of all duties. Please read full job description before applying.



Knowledge, Skills, & Abilities:

- Knowledge
 - Considerable knowledge of principles, practices, and functions of airport management and organization.
 - Computer management, and use of professional software.
 - Principles of management and budgeting, contract administration and grants management.
 - Federal, state and governmental agency laws and regulations pertaining to airport operations.
 - Working knowledge of building maintenance sufficient to assist in light repairs and general landscaping and grounds maintenance.
 - Operating procedures required around aircraft and on airports.
 - Firefighting apparatus, fire safety gear, firefighting hand-tools and other firefighting tools and equipment.
- Skills
 - Diplomacy and cooperative problem solving.
 - Establishing and maintaining effective working relationships.
 - Operation of PC Computer, including online or web-based reporting and compliance monitoring software applications.
- Ability
 - Communicate effectively both verbally and in writing.
 - Establish meaningful goals and priorities.
 - Respond appropriately to emergency situations.



Qualifications:

- Graduation from college with bachelor's in degree aeronautical science or management or a closely related field; and
- Two (2) years of directly related supervisory experience performing above or related duties; or
- An equivalent combination of education and experience.
- Must be or have the ability become American Association of Airport Executives Certified Member
- Able to successfully complete required training relating to Aircraft Rescue and Firefighting (ARFF)
- Must be willing to obtain and successfully complete training relating to the Airport Security Coordinator
- Must pass pre-employment drug screening and background examination, and possess a valid driver's license.