

Akron Canton Airport – Job Description

Job Title: Vice President, Landside, Planning and Infrastructure
Reports to (Title): President/CEO
Department: Airport Administration
FLSA Status: Exempt
Date Created: September 2015
Revised: November 2022

The Akron-Canton Airport is an Equal Opportunity Employer

Job Summary:

Manage projects to design, build, and maintain Airport facilities safely and efficiently by overseeing consultants and construction contracts that primarily execute work on the active airfield. Oversee and manage the day-to-day airport facility, environmental, and building maintenance operations. Assist with capital improvement projects. Coordinate approval of FAA 7460-Notice of Proposed Construction or Alteration applications.

Essential Functions:

- Ensure that the activities of the department and relevant programs are consistent with the mission, vision, core values, and sponsored initiatives of the Akron-Canton Airport Authority.
- Analyze the impact of capital projects on the airfield operations area, terminal building, and hangar locations on the Airport. Coordinate solutions with Operations, FAA, airlines, and other stakeholders.
- Perform daily inspections of construction areas to ensure compliance with aviation regulations and safety standards.
- Schedule, conduct, or attend coordination meetings to monitor and resolve issues that arise on projects.
- Review and understand studies, design, specifications, and plans about maintaining scope, schedule, budget, and compliance with applicable FAA directives.
- Assist with monitoring all project costs: review consultant and contractor purchase orders, task orders, invoices, contracts, and pay requests.
- Generate new ideas for improving services and promoting organizational growth.
- Assist with writing contracts for design and construction, including the request for proposals (RFP) and invitation to bid. Assist with predetermination to FAA form 7460 submissions.
- Implement SMART goals with direct reports annually.
- Management of the Environmental Services and Building Maintenance departments. Includes hiring, training, developing, scheduling, and delegating work, including SMART goals and performance management.
- Manage the financial budget for all assigned departments and make financial decisions and proposals.
- Work with Environmental Services and Building Maintenance Managers to provide assistance and support.
- Liaison with tenants and vendors on airport property and in the terminal building. Handle all relevant issues and questions.

- Assist with managing the Airport's environmental programs and issues while ensuring the Airport is following all applicable regulations. Coordinates to obtain and maintain OEPA Permits, SWPP Plans, and SPCC Plan through Environmental Services.
- Assist in the design, planning, pricing, and building of capital improvement projects.
- Perform other duties as assigned.

Job Requirements:

Education: Bachelor's degree in civil engineering, airport/aviation management, planning, or a related field is strongly preferred.

Experience: 5-7 years of relevant experience. Project management skills, Previous airport planning, design and construction experience. Experience in airfield operations. 1-3 years of experience in management or leadership role overseeing personnel preferred.

Specific Skills / Knowledge:

- Licensed professional engineer's license and/or project management program certificate preferred
- Urban or airport planning experience ideal for this position
- Ability to read and understand capital improvement plans and drawings
- Knowledge of FAA Part 139 Rules and Regulations and advisory circulars 150/5300-13 for airport design and 150/5370-2 for operational safety on airports during construction.
- Knowledge of TSA Security Regulations for Construction on Airports and TSA Regulations for Terminal Building-
- Knowledge of EPA Rules and Regulations for Airports
- Airport Council International's Airport Carbon Accreditation program
- Aviation industry trends in sustainability, advanced air mobility, and resiliency
- ISO 50001 and 55000 Certification

Computer Skills: Proficient in using Microsoft Word, Excel, PowerPoint, Teams, and Outlook.
Basic skills in Cad design
Ability to learn and use asset management software quickly and efficiently.

Equipment Used: Personal computer, copier, scanner, and phone

Supervisory Responsibilities:

Manages the overall operations of the Environmental Services and Building Maintenance Departments. Managers and Assistant Managers, with approximately 10 indirect reports.

Working Conditions / Physical Demands:

The work is performed out of an office, throughout the facility, and field environment. The incumbent must be able to tolerate inclement weather conditions and be able to be exposed to heat or cold, heights, confined spaces, noise, and hazards occasionally. While performing the duties of this job, the employee is frequently required to stand; walk; sit; talk or hear; and occasionally use hands to type on a keyboard; finger, grasp, and handle objects; climb stairs and ladders; stoop; kneel; and crouch. The employee will occasionally lift, push, pull, or move objects weighing up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

General office environment, must be able to stand and walk regularly, lift occasionally (up to 50 lbs.). Exposed to heat and cold on a regular basis.

Interfaces:

Internal: Supervisors, Management, Sales / Marketing

External: Tenants, Contractors, Architects, Engineers, Construction Companies, etc.

Success Factors:

- Ability to define problems and resolve them quickly
- Ability to manage resources effectively and maintain effective working relationships with management, contractors, tenants, and inter-departmental colleagues.
- Strong communication skills (listening)
- Excellent management skills, allow for autonomy but available for support and assistance
- Must present a sense of urgency to organize and prioritize work for Airport's benefit.
- Ability to motivate and lead staff with a positive attitude and a "**WIN**" (**What's Important Next**) philosophy.
- Willingness to assist other departments.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I further understand that my employment shall be "at will" at all times, meaning that either the Akron-Canton Airport or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____