

## Akron Canton Airport – Job Description

**Job Title:** Vice President of Airside, Operations, and Public Safety  
**Reports to (Title):** President/CEO  
**Department:** Operations and Public Safety  
**FLSA Status:** Exempt  
**Date Created:** September 2015  
**Revised:** November 2022

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### **Job Summary:**

Ensures the successful overall day-to-day operations of the Airport, including public safety, security, construction, maintenance, and operations. The position ensures compliance with federal and legislative regulations along with airport rules, policies and procedures that provide the basis for safe, secure, orderly, and efficient airfield operations. Includes sound knowledge of CFR Part 139, CFR 1540, CFR 1542, additional security measures, project management, tenant relations, departmental budgeting, and supervision of staff. Coordinates with Summit Co Sherriff's Office and the City of Green on required safety and security needs, including emergencies and special events. Directs the strategic development of airside, safety and security policies/procedures that enforce all FAA, DHS, TSA, Airport Certification Manual, Airport Emergency Plan, and Airport Security Program regulations and best practices in a public facility. Duties may vary according to job assignment. Coordinates response to fire alarms, medical emergencies, hazardous materials, and airport rescue. Participates in fire prevention and training and maintain the fire station and firefighting equipment. This position operates within and contributes to an environment in compliance with FAA and all applicable Federal, State, and local code regulations.

### **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.
- Oversees management of Operations, Public Safety, and Field Maintenance teams
- Coordinates Department hiring, training, developing, scheduling, and delegating work.
- Manages, directs, plans, and organizes all functions and responsibilities associated with the safe and secure operation of the Airport.
- Responsible for developing and managing budgets for the Operations, Public Safety, Field Maintenance departments
- Mentors and leads staff to encourage staff development; prepares daily work schedules; hires, promotes and implements disciplinary actions as appropriate.
- Implements SMART goals with Airside, Operations & Public Safety and Field Maintenance teams annually, including a minimum of bi-annual performance review meetings.
- Serves as liaison between tenants, the public, and employees on behalf of the Airport on all safety, security, and compliance issues.

- Develops annual and multi-year work plans and strategies to meet the department's business needs.
- Recommends and implements Airport policies and procedures; consults with the President/CEO, Airport tenants, and airline representatives concerning such matters.
- Oversees ASC / Badging - Airport ID credentialing as Airport Security Coordinator level of Certification that follows specific procedures on how to issue badges per TSA guidelines.
- Manages ongoing inspection of airfield operations and facilities to ensure compliance with the Airport Certification Manual under Code of Federal Regulations (CFR) Part 139 and other applicable federal regulations; interprets and applies all information from FAA Advisory Circulars and Cert Alerts.
- Manages all aspects of airport security, ensuring compliance with 49 CFR Part 1540 and 1542. Coordinates the Airport Security Plan, DHS Security Directive Amendments with law enforcement, paramedics, and TSA.
- Ensures regulatory compliance through regular review, update, and adherence to various documents and manuals, including but not limited to Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Wildlife Hazard Management Plan (WHMP) , and Snow and Ice Control Plan (SICP). May be requested to assist with development of noise abatement procedures and curfews as required.
- Acts as Incident Commander, on-scene, during emergencies and security-related events; establishes unified command with fire, law enforcement or medical responders through mutual aid agreements; participates fully in the Incident Command System.
- Works as an aircraft rescue firefighter (ARFF) as needed. Coordinates with the CAK Chief Firefighter for assigned duties as necessary.
- Coordinates plans for snow emergencies, stranded passengers, and other operational contingencies related to the airside, landside, parking, and ground transportation and stakeholders. On-call for snow removal in compliance with snow and ice control plans; on-call for first responders for all Airport emergencies in compliance with TSA and FAA regulations.
- Serves as Training Officer, working with Human Resources, to conduct and coordinate all mandatory airfield safety and compliance training for all airport staff as needed.
- Acts as liaison between Airport management and Airport users; maintains communication with FAA, air traffic control tower and certification inspectors, airlines, Airport tenants and others.
- Monitors current and future legislative actions and initiatives regarding the Department of Homeland Security, TSA, and Homeland Security Investigations.
- Assists with the review and design of construction projects, ensuring work meets program requirements and is consistent with the Airport Master Plan and FAA-approved Airport Layout Plan.
- Directs and implements training and exercise programs that meet federal, state, and local regulations to maintain Airport certification and avoid regulatory penalties.
- Maintains confidentiality of work-related issues and Airport information.
- Maintains regular and reliable attendance.

- Other duties as assigned.

**Job Requirements:**

Education: Bachelor's degree or equivalent experience

Experience: 10+ years of progressively responsible experience in commercial service airport operations, security, facility maintenance, field maintenance, firefighter and management, OR an equivalent combination of education, training, and experience.

Specific Skills / Knowledge:

- Commercial and general aviation airport operations
- Strong leadership skills/experience in team and organizational settings
- Federal regulations, guidelines and directives and grant assurances pertaining to the operations, maintenance, development, and expansion of a commercial service airport emphasizing CFR Part 139, and 49 CFR 1540/1542
- Notices of Proposed Construction or Alteration.
- Knowledge of Notice to Air Missions (NOTAM)
- Basic knowledge of Storm Water Management; Spill Prevention Control and Countermeasure Plans
- Best practices related to airport operations, safety, and emergency management
- General knowledge of Ohio Building Codes
- TSA and FAA regulations; airport security compliance
- Airside and landside snow removal processes and procedures
- Understanding of wildlife mitigation compliance
- FAA Safety Management System policies, procedures, and practices.
- General principles and practices of public administration
- Organizational development theory and practices.
- Knowledge of legal, ethical, and professional rules of conduct
- Identifying and analyzing various airport-related issues and making recommendations for their resolution
- Operating heavy equipment, including snowplows, front-end loaders, runway brooms, snow blowers, and tractors
- Operating a computer, including standard software and some specialized software
- Operating tools, equipment, and machinery in compliance with safety procedures and practices
- Establishing and maintaining effective working relationships
- Organizing and prioritizing work to meet deadlines

**Required Licenses or Certifications or willing to obtain (\*\*required)**

- AAEE Basic and Advanced ASOS
- AAEE ACE Security
- ICS Certifications (100, 200, NIMS 300, 700, 800)
- Aviation Background / Pilot's License preferred
- \*\*ASC and Airport Operations Credentials

- \*\*State of Ohio Fire Fighter Certification and First Aid
- \*\*FAA/139 ARFF 40-Hour Certification.
- \*\*Must possess a valid Ohio Driver's License and acceptable Motor Vehicle Record.

### **Supervisory Responsibilities:**

Manages the overall operations of the Operations, Public Safety, and Field Maintenance Sections, including managers, mechanics, and other assigned staff. .

### **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, occasionally lift (up to 50 lbs.). Exposed to heat and cold on a regular basis.

### **Interfaces:**

Internal: employees, management

External: tenants, safety services, federal agencies, sales / vendors and mutual aid agencies

### **Success Factors:**

- Must exhibit strong judgment and decision-making skills.
- Ability to define problems and resolve them quickly.
- Able to manage stressful situations (life safety situations)
- 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**" (**W**hat's **I**mportant **N**ext) philosophy.
- Strong interpersonal skills, with the ability to work with a wide range of people and enforce regulations/compliance consistently
- Strong leadership skills, ability to motivate staff and organize and prioritize work
- Willingness to assist other departments.
- Must be flexible for on-call emergencies or staffing shortages, including evenings and weekends.

*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. 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: \_\_\_\_\_