

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Assistant Maintenance Manager

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Manager

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 111 (\$63,305.75 - \$113,950.35)

PAY CLASSIFICATION: Exempt

DEFINITION: This position is responsible for day to day management and operation of the Airport Maintenance Department. Work is performed under the general supervision of the Maintenance Manager. Performs related duties as required.

EXAMPLES OF DUTIES: In coordination with the Maintenance Manager supervises, develops, directs, plans and coordinates day to day assignment of activities of maintenance personnel. Responsible for compliance with safety and maintenance standards set forth in FAA Regulation Part 139, FAA Advisory Circulars and other applicable federal, state and local regulations. Supports and enforces necessary department rules, regulations and procedures.

Supervises department maintenance personnel and performs duties relative to personnel policies and procedures pertaining to scheduling and work assignments. Participates in the Airport Maintenance Department performance evaluation process. Implements the department's training program. Performs routine inspections and maintains airport facilities in a safe and operable condition. Attends meetings, as requested, in support of overall airport operation.

Supervises and participates in maintenance and repairs to specialized mechanical equipment including HVAC, air handling and refrigeration systems, buildings, vehicles, streets and grounds, runway and taxiways, and complex electrical and electronic equipment.

Participates in the preparation of the Operating and Capital Improvement Budget for the Airport Maintenance Department. Facilitates maintenance purchasing in accordance with Airport Authority policy and procedures. Coordinates Airport Maintenance with staff, tenants and other users of the Airport. Attends weekly staff meetings as necessary. Serves in an on-call capacity. Responds to emergency situations after normal business hours as required.

QUALIFICATIONS: Graduation from an accredited high school or possession of an acceptable equivalency diploma. Five years experience in general trades work in one or more of the building trades with a minimum of one year experience in an administrative/supervisory capacity. Employee must be physically fit and be certified as drug free. Thorough knowledge of the principles, procedures and equipment used in the maintenance and repair of airport buildings and facilities. Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental entities and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check and Security Threat Assessment (STA) as required by the Transportation Security Administration. Schedule could include evenings, weekends, and holidays to meet the needs of the Airport.

WORKING ENVIRONMENT: Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant noise as well as fumes and odors; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with the repair, maintenance and operation of an airport.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SUMMARY:

Occasionally - Lift/Carry: up to 50 - lbs., Push/Pull: up to 50 lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

Frequently - Lift/Carry: 20 - 35 lbs or less., Push/Pull: 20 – 35 lbs or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.