

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Maintenance Manager

**DEPARTMENT:** Maintenance

**SUPERVISOR:** Deputy Executive Director

**EFFECTIVE DATE:** October 1, 2022

**PAY LEVEL:** 220 (\$69,158.52 - \$129,438.82)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** This position is responsible for overall management and operation of the Airport Maintenance Department. Work is performed under the general supervision of the Deputy Executive Director with considerable independent judgment and initiative exercised in carrying out the duties and responsibilities of the department. Performs related duties as required.

**EXAMPLES OF DUTIES:** Supervises, directs, plans and coordinates the activities of maintenance and janitorial 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. Maintains and promulgates necessary department rules, regulations and procedures.

Supervises department maintenance personnel and performs duties relative to personnel policies and procedures pertaining to employment, termination of employment, performance evaluation, scheduling and work assignments. Directs the department's training program. Performs routine inspections and maintains airport facilities in a safe and operable condition. Attends conferences, workshops, seminars and other educational meetings to keep current in airport maintenance matters.

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 Engineering and Facilities Department. Supervises maintenance purchasing in accordance with Airport Authority policy and procedures. Coordinates Airport maintenance and janitorial matters

with staff, tenants and other users of the Airport. Attends weekly staff meetings. Serves in an on-call capacity. Responds to emergency situations after normal business hours as required.

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university in Aviation Administration, Business/Public Administration Operations Management or related field. Five (5) years of aviation related experience with progressively responsible experience in airport maintenance, airport operations, or closely related field. 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, in English, 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 as required by the Transportation Security Administration.