

## **CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION**

**TITLE:** Airport Operations Manager

**CLASS CODE:** 1637

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents manage the day-to-day operations of the airport to ensure the safe and efficient functioning of the airport's facilities, airfield, terminal, tenants, and operational partners.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the General Administrative Series – Airport Management Group job family within the City of St. Louis. Incumbents in this classification manage multiple complex operational domains including airfield safety, tenant coordination, emergency response, and long-term airport readiness. The distinguishing characteristics of this classification include managerial oversight of subordinate supervisors and direct accountability for operational continuity and safety compliance in a complex, dynamic airport environment.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, assigns, and directs the work of Airport Operations Supervisors and operational staff to establish operational priorities, coordinate these operations with other functions within the airport, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Schedules, distributes/balances and guides the work assignments of co-workers, according to established workflow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Leads planning, coordination, testing, commissioning, operational readiness, stakeholder engagement, and successful transition for long-term projects to support sustained airport operations.

Ensures safe, efficient day-to-day airport operations.

Identifies and mitigates operational risks.

Oversees compliance with airport procedures and regulatory requirements.

Actively implements and supports the Safety and Management System (SMS), including hazard reporting, risk assessments, investigations, and corrective actions.

Leads responses to operational disruptions, emergencies, incidents, severe weather, security events, and other contingencies to coordinate recovery and maintain continuity of airport operations.

Develops standard operating procedures for emergency management and operational continuity.

Coordinates with airlines, TSA, FAA, tenants, contractors, maintenance, public safety, and other stakeholders for compliance and continuous improvement.

Maintains required documentation and reports for regulatory compliance.

Identifies opportunities to improve processes, efficiency, and customer experience.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to audit, assess, and appraise operational data and safety metrics with discretion in interpreting such data against established FAA and internal safety criteria to support informed decision-making under dynamic conditions.

### **Human Interaction:**

Requires the ability to supervise, persuade, and train subordinate supervisors and staff effectively. Incumbents advise operational partners on policy application and lead coordination efforts during emergency and safety events, demonstrating strong conflict resolution and grievance handling skills.

**Equipment, Machinery, Tools and Materials Use:**

Requires proficiency in operating, supervising, and coordinating the use of trucks, cars, snow removal equipment, FOD removal equipment, and radio communication devices to maintain safety and efficiency amid ongoing operations and construction phases.

**Verbal Aptitude:**

Requires the ability to interpret and apply FAA regulations and guidelines, operational manuals, emergency response plans, contractor agreements, and communications from the air traffic control tower, ensuring clear and accurate verbal and written communication in a fast-paced environment.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, division, and calculate percentages and decimals to manage operational data, incident metrics, resource allocation, and project timelines accurately.

**Functional Reasoning:**

Requires the ability to apply principles of supervision, management, planning, coordination, and independent judgment to resolve complex operational problems, manage emergencies, and sustain continuous airport readiness, including assessment and corrective action initiation.

**Situational Reasoning:**

Requires sound judgment, decisiveness, and creativity when evaluating situations involving subjective criteria such as safety risks and emergency events where measurable data may be incomplete or evolving, adapting thinking to maintain safety and operational flow.

**Environmental Factors:**

Requires the ability to work safely in an airport environment with exposure to heavy machinery, construction zones, emergency situations, and variable weather conditions, managing both physical and mental demands.

**Physical Requirements:**

Requires the capacity to occasionally lift, push, or pull equipment or materials consistent with airport operational activities. Physical movements such as stooping, bending, twisting, and climbing are required for routine inspections and emergency responses.

**Sensory Requirements:**

Requires acute sensory abilities to recognize and distinguish shapes, objects, and communication sounds essential for situational awareness, operational coordination, and safety monitoring in the airport environment.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.