



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Airport Manager  
(22020)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

Department of Public Works  
(05)

**Revision Date:** January 2008

**General Description:** This is a professional skilled position. The incumbent performs complex, technical work related to oversight of the Hanover County Airport property and management of the Airport's Fixed Based Operator (FBO) contract.

**Organization:** The Public Works Airport Manager reports to Director of Public Works and supervises no staff.

### **Essential Functions:**

- Manages budgets of capital projects, contracts and all financial management and reporting throughout the life of Airport projects, utilizing County General Ledger and public financial practices.
- Manages Capital Projects for Airport and acquires land and easements necessary for Airport Capital construction projects.
- Secures grant funding from FAA and VDA and prepares County Airport CIP to leverage and maximize general fund contributions.
- Reviews construction plans, specifications, estimates, contracts and reports involved in the construction, maintenance and operation of Airport projects.
- Coordinates airport activities with citizens and facility users.
- Contracts for acquisition services through consultants.
- Negotiates directly or manages consultant negotiations.
- Makes recommendations and obtains County Attorney and Administration input/approvals on complex acquisition negotiations.
- Reviews title exceptions and clears them as necessary for agency approval and reimbursement.
- Reviews deeds, plats and exhibits for clarity and accuracy.
- Attends closings and ensures documents are signed, notarized, recorded and transmitted properly.
- Assists with Emergency Management, Public Works, Security initiatives, Environmental Management inspections and project implementation to assure compliance with changing regulations affecting County property and Airport facilities.

### **Working Conditions:**

- A. Hazards
- Routine exposure to chemicals, dust, fumes, noise, vibrations, and repetitiveness
- B. Environment
- Office – Primary
  - Field
- C. Physical Effort
- Routine lifting of objects up to fifteen (15) pounds
- D. Exempt

**Knowledge, Skills and Abilities:** Must have good professional engineering and/or environmental management decision-making skills. Knowledge of modern principles and practices of civil engineering construction and knowledge in budgeting, including grants, required. Knowledge of Federal Aviation Agency (FAA) procedures and regulations, desired. Must be able to evaluate plans, estimates and specifications. Ability to work effectively with others, required. Effective oral and written communication skills. Experience in land acquisition process, airport planning/design, and comprehensive planning is desired.

**Education, Experience and Training:** Bachelor's degree in civil engineering or related field required (environmental management or Engineering License preferred) with a minimum of three (3) years' related experience, including progressive airport management/coordination experience – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprints
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule