

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Assistant Manager, Operations

Reports to: Manager, Operations

Status: Exempt

Salary: Starting at \$98,000 / year

Schedule: 9/80 work schedule (every other Monday or Friday off)

General Description:

Assists the Operations Manager in the management of airside, terminal, emergency, and landside operations and activities of the Hollywood Burbank Airport; ensures the facilities are appropriately maintained to applicable regulatory standards; ensures operations are conducted safely and efficiently and that all activities comply with applicable regulations, directives, rules and procedures; and performs other duties as assigned.

In addition, will assist other airport departments with the following: Emergency Planning, Curfew Compliance, Security Compliance, Airport Badging, Communication Center, Ground Transportation Administration, Parking Facilities Operations, Shuttle Bus Operations, and Environmental Enforcement.

Serves as the Operations Manager in his/her absence.

Essential Job Functions:

Typical Tasks

- Assists the Operations Manager in managing department activities, personnel, equipment, and projects.
- Assists in compliance with all applicable regulatory requirements and regulations, including but not limited to: Part 139, Part 77, Part 1542, Advisory Circulars, emergency operations, personnel safety, wildlife, and other applicable local, state, and federal regulations.
- Anticipates and resolves problems encountered, determines appropriate solutions, and promotes teamwork. Encourages regular communication, informs staff of relevant issues and their impact on the organization.
- Assists in department administration duties, including budgeting, scheduling, time sheets, employee collective bargaining agreement, and invoice process and procurement.
- Assists in the performance evaluation, discipline, and corrective action of department personnel.

- Assists in the maintenance of the Airport Certification Manual, Airport Emergency Plan, Airport Rules and Regulations, Joint Common Use Facility Policy, Letters of Agreement, and other documents related to department operations and regulatory compliance.
- Coordinate and liaison with other departments, tenants, agencies, and other stakeholders.
- Creates and maintains department policies and procedures, training, and other documents as required.
- Develops and presents training, technical material, and reports to a variety of audiences, including department personnel, other departments, commission members, tenants, stakeholders, and the public.
- Provides oversight of compliance with the staff's collective bargaining unit agreement. Participates in union processes including grievances. Communicates with union representatives.
- Participates in long and short-term planning and execution of goals.
- Represents the department in meetings with other departments, tenants, and stakeholders.
- Responds to airport emergencies and/or incidents as needed, including during after-hours, weekends, and holidays in the field and/or at the Emergency Operations Center. Performs other duties as assigned.

Minimum Qualifications:

Employment Standards

- Bachelor's Degree in Aviation Management, Business Administration, Management, or a related field; three years of experience supporting Airport Operations in a civilian airport; or a combination of appropriate education and experience may be substituted for the minimum education and experience requirement.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Supplemental Information:

Knowledge of:

- Advanced knowledge of 14 CFR 139 and Advisory Circulars, as well as 14 CFR 77
- Working knowledge of 49 CFR Part 1542 and associated Security Directives.
- Intermediate understanding of Microsoft Office; primarily Word, Excel, Access and PowerPoint.

Ability to:

- Write accurately, proficiently, and technically.
- Comprehend written technical material related to airport operations and construction.

- Multi-task, maintains awareness, and responds effectively to emergency situations in a calm and controlled manner.
- Use department equipment and computers/software, including radios, vehicles, office equipment, GIS software, and other tools.
- Complete Incident Command System courses in ICS-100, ICS-200, IS-700, IS-800, ICS-300, and ICS-400; along with other FEMA ICS courses as required.
- Develop and participate in ongoing department and Airport training.

Normal Working Hours:

As assigned by supervisor. Subject to work on an on-call basis to respond to emergencies and/or incidents. Work schedule may change anytime based on business and work demands.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-L2DV9NP2N?source=HB-Website>