

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

**Job Description**

## **Manager, Operations**

**Salary:** Starting at \$120,000 / yr., salary negotiable depending on experience

**Reports to:** Director, Operations

**Status:** Exempt

### **General Description**

Directs, plans, and organizes personnel, functions, and responsibilities associated with the safe and efficient operation of the airport's airside, terminal, and communication center operations. The manager is responsible for ensuring compliance and enforcement of 14 CFR Part 139, airport certification manual, airport rules and regulations, and other airport documents. Responsible for the overall day-to-day department operations.

### **Essential Job Functions**

#### **Typical Tasks**

- Manages the airport's airside, terminal, and communication center operations.
- Ensures compliance with Part 139, FAA directives, and other federal and state policies, procedures, and guidance.
- Serves as the central point of contact for FAA and other federal and state agencies, including inspectors, airport traffic control tower personnel, and others.
- Develops and maintains airport documents, including airport certification manual, airport emergency plan, wildlife hazard management plan, terminal joint and common-use facility policy, airport authority policies, standard operating procedures, and other documents.
- Develops and maintains close relationships with internal and external stakeholders and agencies, including other departments, airlines, tenants, and surrounding agencies.
- Develops and maintains department budget, including expenditures and capital improvement.
- Participates with airport staff and other stakeholders in planning, design, and construction meetings for airport capital projects.
- Manages department staff, staff scheduling, and training; including interviewing, selecting, coaching, training, and performance management.
- Manages vendors and contractors, including active participation in the procurement process and management of purchase orders.
- Manages the wildlife hazard management program and migratory bird depredation permit, including conducting reviews, submitting reports and serving as principal officer on permit.
- Participates in the airport emergency operations center.
- Represents department in interdepartmental and interagency working groups, meetings, and

projects.

- Responsible for day-to-day administration of collective bargaining agreement as directed by department director.
- Reviews, conducts follow-up, and audits departmental reports, incident reports, and logs.
- Works closely with Airport Security Manager and Airport SMS Manager.
- Performs other duties as assigned.

### **Minimum Qualifications**

Employment Standards:

- Graduation from an accredited college or university with a bachelor's degree in aviation management or a related field and a minimum five years' experience in airport operations at a small, medium, and/or large hub airport; or equivalent combination of education and experience.
- Experience in managing and leading employees in an airport environment.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Complete and maintain LiveScan, CA DOJ clearance, and CLETS training.
- Obtain and maintain security clearance as required by role and TSA regulations.
- Completion of ICS/NIMS 100, 200, 700, & 800, and preferably 300 and/or 400.

### **Supplemental Information**

Knowledge of:

- Operations and management of a Part 139 airport, preferably a medium-hub airport.
- Part 139, Part 77, Advisory Circulars, Part 1542, Security Directives, Occupational Safety and Environmental regulations.
- Practices and application of the Incident Command System (ICS)/National Incident Management System (NIMS).
- Computer hardware and software at an advanced level, including Microsoft Office and other complex programs
- Operating and capital budget financial practices and government agency procurement.
- Radio communications, including aviation and public safety.

Ability to:

- Communicate clearly, concisely and effectively, both verbally and in writing, on complex topics of a general or technical nature.
- Enforce Federal, State, and local rules and regulations governing airport use.
- Must be dependable, show initiative, be attentive to detail, and be able to make sound decisions with confidence.
- Prepare written reports and deliver presentations, including complex and technical information.
- Relate effectively with Federal agency employees, air carrier employees, private aircraft

operators, colleagues and the air traveling public.

- Respond to airport during emergency situations, including during nights, weekends, and holidays.
- Respond to emergency situations in a calm and controlled manner.
- Safely perform duties in vicinity of aircraft, moving equipment, outside, weather, periods of sitting and standing, and facility environments.
- Successfully complete airfield movement area driver training within 45 days of hire.

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

<https://www.ondemandassessment.com/o/JP-YQMBFEYT1/landing?source=HB-Website>