

## **AIRPORT OPERATIONS MANAGER**

The England Economic and Industrial Development District has an opening for an **AIRPORT OPERATIONS MANAGER**. This position, located in Alexandria, LA, represents a great opportunity for an air service management professional to serve a great community and airport as a member of an experienced team.

The **AIRPORT OPERATIONS MANAGER** position is responsible for the daily management and coordination of airport terminal, staff, contractors, policy, and procedures. The ideal candidate will have relevant industry credentials and verifiable experience delegating resources that ensure the airport terminal and grounds provide safe and positive guest experiences. The position requires the ability to operate with a high level of attention to detailed regulations and industry compliance.

### **Some of the Duties include:**

- Plans and directs the work of a department engaged in the day-to-day airport operations, including cleaning, routine maintenance and mechanical repair of the terminal building.
- Recommends and manages the physical space and general policies for airport operations, maintenance, and security activities.
- Manages the deliverables in the contracts of third-party vendors, partners, and airline.
- Works daily to create extraordinary customer service environment noticeable to all airport guests.
- Serves as a liaison for the Airport for FAA requirements including all personnel training requirements.
- Recommends and ensures changes are made to the Airport Emergency Plan, Airport Security Plan and Airport Certification Manual.
- Supervises and coordinates construction and renovation activity; attends construction planning and progress meetings; coordinates construction activity with airport tenants and other airport stakeholders.
- Acts as primary liaison with TSA staff and FAA Certification officials.
- Develops and directs the FAA-required Airport emergency response plans and oversees staff training; plans and conducts ongoing safety and job training.
- Ensures compliance with Federal Aviation Administration (FAA) and Federal Aviation Regulations (FAR) Part 139 Certification requirements.
- Ensures compliance of Airport Security Program with Transportation Security Administration (TSA) Regulations Part 1542 security regulations.
- Various special projects and any other related duties as assigned or requested.

### **Qualifications:**

- Minimum of ten (7) years' experience in aviation management, administration, or related field.
- Experience in positions involving airport operations or management, including multiple years of supervisory experience
- Bachelor's degree in aviation management or a related field.
- Driver's license and ability to successfully complete applicable criminal background checks

The England Economic and Industrial Development District is an independent political subdivision of the State of Louisiana. England Airpark is composed of 3600 acres which includes Alexandria International Airport (AEX). A mixed-use development, England Airpark has over 300 units of residential housing and 1.5 million square

feet of commercial space. Aviation, transportation, manufacturing, education and health care opportunities exist on site.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

The position is scheduled to be open until September 13, 2024. For assistance in the application process, please call 318-427-6406 or email: [HR@englandairpark.org](mailto:HR@englandairpark.org)