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Airport Operations Superintendent

Job Posting

Applications are currently being accepted by Pro-Tec Fire Services at Ardmore Airpark in Ardmore, OK for a current fulltime opening for Airport Operations Superintendent. Current pay is \$18.00 per hour and schedule is Monday through Friday.

Job Summary: The Airport Operations Superintendent is responsible for providing oversight and coordination of day-to-day airport related functions at both Ardmore airports. This includes responsibility for assessing, evaluating, and coordinating airport related operations activities, emergency rescue, firefighting, safety, and security needs. In addition, the Airport Operations Superintendent will be responsible for compliance with all applicable regulations as it relates to air traffic and airport operations. This individual is charged with enforcing airport policies and regulations on behalf of the Ardmore Development Authority and the City of Ardmore. The Airport Operations Superintendent will serve as an "Ex-Officio" member of the Airport Advisory Board.

Essential Functions:

- Knowledge of materials, methods, and equipment used in operating, maintaining, and repairing airport facilities.
- Knowledge of federal, state, and local laws, rules, and regulations affecting operation of civil airports.
- Knowledge of and ability to apply general administrative policy and procedures.
- Skill in critically assessing and organizing a wide variety of information.
- Skill in communicating verbally and in writing using tact and diplomacy.
- Skill in prioritizing work orders and assignments.
- Skill in maintaining records and preparing clear and concise reports.
- Ability to read and interpret plans and specifications.
- Ability to establish and maintain effective working relationships.
- Organize, supervise, and direct airport operations.
- Tech-savvy with knowledge of relevant computer software systems.
- Ability to multi-task with outstanding organizational skills.
- Excellent customer service skills.
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all airport co-employees.
- Drive increase in air traffic and promote both the Ardmore Downtown and Airpark.
- Interact and increase customer satisfaction of existing business.
- Create and host activities to provide professional development of the Airpark.
- Assist in the continuation of the master Plan including support for operations and expansion.
- Assist in developing long range plans for airport funding and improvements.
- Performs other duties and responsibilities as assigned.

Education, Qualifications, and Experience Necessary:

- Bachelor's degree in aviation related field or experience preferred.
- Strong aviation background with experience in Operations.
- Proficient in English, both verbal and written
- U.S. work authorization required

Benefits:

- 401(k) with company matching
- Health, Dental and Life insurance
- Paid time off

Required skills, knowledge, experience, or certifications must comply with the terms of the client agreement.

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