



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

April 27, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position at the **Marion Municipal Airport**.

**Director of Aviation** - It is a full-time exempt position, that is appointed by the Mayor, with a salary range of \$53,821.15 - \$80,217.54 per year. A job description is attached.

**Please Note:** - A Bachelor's degree (B.A.) in Business Administration and/or Aviation Management with four (4) years' experience in Airport Operations preferred. Any combination of education and work experience that provides the required knowledge, skill, and ability may be considered as a substitute to formal education.

- A valid Ohio Driver's License without restrictions and is free from any requirement of High Risk Liability Insurance is required.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.
- Please submit resume with the City application.

Application Opening Date/Time: Monday, April 30, 2018 at 8:00 am  
 Application Closing Date/Time: Friday, May 18, 2018 at 1:00 pm  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 - OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION, OHIO  
JOB DESCRIPTION**

**Job Title:** DIRECTOR OF AVIATION  
**Reports To:** SERVICE DIRECTOR  
**FLSA Status:** EXEMPT  
**Prepared By:** H. R.  
**Prepared Date:** 5-27-08  
**Updated:** 4-23-18

**SUMMARY:** Responsible to the Airport Commission and the Service Director for the safe economical operation of the Marion Municipal Airport in accordance with FAA, governmental agency and/or commission policies and regulations; plans, directs, and coordinates activities involving the acquisition of land, construction, maintenance and operation of the airport.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:**

- Consults with commission members, governmental officials, and representatives of commercial air services to plan such matters as to design and development of airport/industrial park facilities; formulation of operating rules, regulations, and procedures; and aircraft landing, taxiing, and take-off patterns for various aircraft.
- Negotiates with representatives of commercial air services, industrial prospects, utility companies or individuals for acquisition of property for development of airport/industrial park, lease of airport/industrial park buildings/property and facilities, or use of rights-of-way over private property.
- Formulates procedures for use in event of aircraft accidents, fires or other emergencies. Ascertain that all unauthorized vehicles, people debris and animals are kept off the airfield. Determines when runways are too hazardous for landing and take off and informs FAA accordingly.
- Inspects or reviews inspection reports of airport facilities such as runways, taxiways, buildings, beacons and lighting, and automotive or construction equipment to determine repairs, replacement, or improvements required.
- Coordinates activities of personnel involved in repair and maintenance of airport facilities, buildings, and equipment to minimize interruption of airport operations and improve efficiency.
- Directs personnel in investigating violations of aerial or ground traffic regulations, reviews investigation reports, and initiates actions to be taken against violators.
- Directs noise abatement resulting from complaints of excessive noise from low flying aircraft or other operations.

- Reviews reports of expenditures, proposals for improvements to facilities, and estimated increase in volume of traffic in order to prepare budget estimates for upcoming fiscal year. Works with Engineers, FAA, and ODOT to secure maximum Grant Funds.
- Represents airport before civic or other organizational groups, courts, boards, and commissions.
- Promotes, markets, and in addition, helps plan for economic growth of the airport.

**SUPERVISORY RESPONSIBILITIES:** Oversees employee(s) at the Municipal Airport. Also, directly supervises up to five (5) non-supervisory employees at times. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, training; planning, assigning, directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree (B.A.) in Business Administration and/or Aviation Management with four (4) years' experience in Airport Operations preferred; Any combination of education and work experience that provides the required knowledge, skill and ability may be considered as a substitute to formal education.

**Language Skills:** Ability to: read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from supervisors, officials, customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; speak clearly and distinctly in order to effectively relay information to aircraft pilots, Airport Commission, supervisors, City Council, and public groups.

**Mathematical Skills:** Ability to apply: advanced mathematical concepts such as exponents, quadratic equations, and permutations; mathematical operations to such tasks as Blue Print designs and scales, analysis of variance, correlation techniques and factor analysis.

**Reasoning Ability:** Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** Should have knowledge of and skill in the use of the Internet, Project Management, Spreadsheet and Word software.

**Certificates, Licenses, Registrations:** A Valid Ohio Driver's License.

**Other Skills and Abilities:** Thorough knowledge of modern principles and practices governing airport operation; some knowledge of aircraft operation, modern business practices, building and grounds maintenance; familiarity with FAA regulations; ability to work with others to attain the goals and mission of the Airport and the Airport Industrial Park.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance and stoop, kneel, crouch, or crawl; occasionally required to smell and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly exposed to fumes or airborne particles; frequently exposed to moving mechanical parts, outside weather conditions and risk of radiation; occasionally exposed to high, precarious places, toxic or caustic chemicals and risk of electrical shock. The noise level is usually moderate to very loud.