Job Title:	DIRECTOR OF OPERATIONS & MAINTENANCE
Department:	OPERATIONS & MAINTENANCE
Reports To:	DEPUTY EXECUTIVE DIRECTOR
FLSA Status:	EXEMPT
Prepared Date:	OCTOBER 2026
NAICS W/C:	NON-CLERICAL
EEOC:	PROFESSIONALS

About Us

Our Purpose

To provide a safe, efficient and financially sustainable airport that best serves the overall interests of the community.

Customer Service Vision

Excellence from arrival to departure.

Values

AGILE PASSIONATE FOCUSED
COLLABORATIVE ACCOUNTABLE RESPECTFUL ETHICAL STEWARDSHIP

Supervision Received & Exercised

Reports to the Deputy Executive Director and receives direction from executive leadership. Provides direct oversight and leadership to the Operations, Maintenance, and Security departments, including supervision of departmental management personnel.

Essential Duties & Responsibilities

- Direct and oversee the safe, efficient, and compliant operation and maintenance of airport facilities, airfields, grounds, infrastructure, vehicles, equipment, and related systems.
- Provide strategic leadership and oversight to the Operations, Maintenance, and Security departments, ensuring departmental activities align with the Authority's mission, operational priorities, and strategic objectives.
- Ensure compliance with applicable Federal Aviation Administration (FAA), Transportation Security Administration (TSA), federal, state, and local

regulations, including airport certification, safety, security, and operational requirements.

- Develop and maintain airport operating procedures and programs that promote safety, security, operational efficiency, customer service, and business continuity.
- Oversee airport certification and regulatory compliance programs and serve as the primary airport liaison, including the Airport Certification Manual (ACM), Airport Emergency Plan (AEP), Airport Security Plan (ASP), Hurricane Plan, and airport access and airfield driving programs.
- Support the NAA's Safety Management System (SMS), promoting proactive hazard identification, risk mitigation, and a strong organizational safety culture.
- Lead airport emergency response, preparedness, and recovery including coordination of emergency procedures, exercises and drills, and interagency response efforts in accordance with National Incident Management System (NIMS) and Incident Command System (ICS) requirements.
- Direct airport maintenance programs, including preventive maintenance, inspections, repairs, and asset management, to ensure the reliability, safety, and operational readiness of airport facilities, systems, and equipment.
- Direct airport maintenance programs, asset-management and lifecycle replacement strategies, managing contracted services, and planning capital equipment and facility improvements to ensure reliability, safety and operations readiness of airport facilities, systems and equipment.
- Establish and lead preventative and corrective maintenance programs, work management systems, maintaining service levels and performance to improve facility reliability, operational readiness and lifecycle value.
- Coordinate with airport departments, the Fixed Base Operator (FBO), tenants, contractors, and external stakeholders to address operational needs, facility concerns, safety requirements, and customer service priorities.
- Oversee departmental staffing, employee development, performance management, and succession planning to ensure operational readiness and effective leadership across assigned departments.
- Develop and oversee departmental operating and capital budgets and participate in the Authority's Capital Improvement Program (CIP) and long-range planning initiatives.

Disclaimer: This job description is meant to reflect the general nature and level of work being performed. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

- Oversee applicable fire and life safety compliance activities, including coordination with fire prevention authorities regarding airport buildings, hangars, fuel facilities, vehicles, and tenant operations.
- Develop and oversee operational training programs, including regulatory, emergency preparedness, airfield safety, and security.
- Drive departmental performance with attention to operational risks, regulatory compliance, safety, service delivery, efficiency and resource utilization.
- Represent the Authority at Board and regulatory meetings, and other professional or community engagements, preparing and presenting reports, recommendations, and agenda items as appropriate.
- Participate in strategic planning and development of long-range airport plans.
- Assist other departments as needed and perform other duties and special projects as assigned.

Competencies

- **Safety & Regulatory Compliance**: Follows applicable safety procedures, regulations, policies, and compliance requirements.
- **Leadership & Team Support**: Provides guidance, support, and leadership while promoting a positive and productive work environment.
- **Business Acumen**: Understands organizational priorities and the operational impact of departmental activities.
- **Judgment & Decision-Making**: Exercises sound judgment and makes appropriate decisions in changing situations.
- **Emergency Management & Incident Response**: Responds effectively to emergencies, incidents, and operational disruptions.
- **Operational Risk Assessment**: Identifies hazards, evaluates risks, and supports corrective actions.
- **Analytical Skills**: Evaluates information, identifies trends or issues, and supports effective decision-making.
- **Communication & Customer Service**: Communicates professionally and provides responsive service to internal and external stakeholders.
- **Professionalism & Accountability**: Demonstrates professionalism, integrity, reliability, accountability, and ethical conduct.
- **Job Knowledge & Procedure Compliance**: Maintains knowledge of job responsibilities, procedures, regulations, and departmental requirements.

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- **Teamwork & Collaboration**: Works effectively with coworkers and departments to support organizational goals.
- **Initiative & Continuous Improvement**: Demonstrates willingness to learn, solve problems, and improve processes and efficiency.

Education and Experience

- Bachelor's degree in Aviation Management, Airport Management, Business Administration, Public Administration, or a related field preferred; equivalent combination of education, training, and relevant experience considered.
- Minimum of four years of progressively responsible experience in airport operations, maintenance, security, or airport management, including demonstrated leadership or management experience.
- Extensive knowledge of airport operations, airfield maintenance, airport facilities, fuel systems, and airport safety and security requirements.
- Advanced knowledge of applicable FAA, TSA, federal, state, and local regulations.
- Demonstrated experience overseeing airport operations, maintenance programs, regulatory compliance, emergency preparedness, and airport security activities.
- Demonstrated ability to lead and develop departmental management personnel, establish operational priorities, manage resources, and resolve complex operational and personnel matters.
- Experience developing and administering departmental budgets, coordinating capital improvement projects, and supporting strategic and long-range airport planning.
- Advanced knowledge of airport emergency management, including National Incident Management System (NIMS) and Incident Command System (ICS) principles and procedures.
- Airport Security Coordinator (ASC) certification required within 90 days of employment.
- Ability to obtain and maintain required airport security clearances and access privileges.
- Proficiency in Microsoft Office applications, airport management software, and other technology used to support airport operations, maintenance, security, and administrative functions.
- Strong analytical, organizational, communication, and decision-making skills, including the ability to interpret complex regulations, prepare reports, and present information to executive leadership, regulatory agencies, and the Board

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- Valid Florida driver's license with driving record meeting Authority standards required.

Environment and Physical Requirements

Primarily works in an office environment with exposure to outdoor airport conditions, including varying weather conditions, aircraft and vehicle traffic, elevated noise levels, fumes, and other hazards associated with airport operations, maintenance, and security activities. Regularly performs work requiring prolonged periods of sitting, standing, walking, and using computers and office equipment. Occasionally visits airfield areas, maintenance facilities, construction sites, and other airport locations to conduct inspections, assess operational conditions, and oversee departmental activities. May be required to respond to airport emergencies, operational disruptions, and other time-sensitive situations outside normal business hours. Occasionally lifts and/or moves up to 10 pounds and operates Authority vehicles and golf carts as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Supervisor Signature & Date:	
Employee Signature & Date:	

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