



## Title: Director of Aviation

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to manage the South Texas Regional Airport at Hondo and related Airport property. This is accomplished by overseeing and supervising staff, directing maintenance and operations, planning and implementing projects, overseeing budget expenditures, obtaining and monitoring grants, assisting with the development of long range goals, and ensuring safe operation of the airport.

### REPORTS TO:

This position reports to the City Manager.

### SUPERVISES:

This position supervises Airport staff.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Manages and oversees the Airport by corresponding with TXDOT Aviation and FAA on project development and funding; develops the budget; monitors revenues and expenditures; prepares, updates and manages tenant leases; maintains productive working relationships and resolves issues with tenants and pilots; serves as liaison to the City of Hondo Airport Advisory Board; oversees fueling operations; manages business development; assists in developing long range goals, manages environmental issues coordinating with TCEQ and environmental contractors and overall ensures the safe operation of the airport. Evaluate personnel, provides training to airport personnel, marketing, oversees safety plan, interaction with local airport groups often requires meetings on weekends.	65%
2	M	Manages and oversees non-aviation property owned by the Airport as a result of the 1948 property transfer from the War	25%



		Department. This includes all aspects associated with creating or managing property leases, marketing and selling property.	
3	M	Manages and oversees grants for the Airport, which includes, seeking grants, preparing applications, monitoring progress, recommending payments, and ensuring compliance with grant requirements.	5%
4	M	Tracks and manages funds received from non-aviation leases and property sales to ensure it is used for authorized purposes.	5%

### JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a four year bachelor's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years of increasing responsible experience in supervising and managing an airport or similar operation.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended as part of interactions. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with



	advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Ability to obtain FAA Part 139.321 Fuel Handling/Fire Suppression Certification, Valid Driver's License

### OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

### PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, communicating with co-workers, observing work site, observing work duties
Sitting	O	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	file drawers, equipment, tables and chairs
Reaching	O	for supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground, observing work sites/project
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground, observing work sites/projects
Crawling	N	
Bending	R	retrieving items from lower shelves/ground, making repairs, observing work sites/projects



Twisting	F	from computer to telephone, getting inside vehicle
Climbing	F	ladders, stairs, step stool, observing work sites/projects
Balancing	O	on ladders, on step stool, on equipment
Vision	F	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	Driving
Other (specified if applicable)		

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, vehicle, calculator, computer and associated hardware and software

### ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	F
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	D
Noise and Vibration	W
Wetness/Humidity	D
Physical Hazards	W

(1) N/A

### PROTECTIVE EQUIPMENT REQUIRED:

Protective gear such as Hard Hat, Vest, when working in City right-of-way

### NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O

# City of Hondo, TX



Other (see 2 below)	N
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(2) N/A

## PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

## SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.