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# Example of Airport Station Manager Job Description

Our growing company is hiring for an airport station manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for airport station manager

* Work closely with various managers to address health and safety issues and drive implementation of Health & Safety programs
* Maintain an open communication with the Safety Department (indirect reporting to the Senior Director, Policies and Procedures, Airport Operations and the Senior Director, Airline Operations Safety)
* Continuous improvement mindset to constantly evaluate and seek improvements in operational efficiencies in an ever-changing environment
* Oversee resolution of all operational critical issues involving any department, service provider and/or governmental agency
* Monitor pre-arrival, arrival, ground-servicing, and departure activities
* Manage staffing adjustments for Gate & Zone Controllers
* Manage IRROPs strategic planning and communication
* Maintain, analyze and communicate operational performance metrics as they relate to quality customer service, market focus, DOT performance and strategic initiatives
* Partner with Network Operations Center Duty Directors to address system and local issues that have a significant impact to safety, security, employees, customer and baggage handling, aircraft scheduling, facility and field conditions
* Serve as stations primary GSC (Ground Security Coordinator) and Emergency Response Plan Coordinator

## Qualifications for airport station manager

* Must have experience working for Midwest Car Corporation, LLC (National and/or Alamo franchisee)
* 2 years of experience in the aviation or industrial safety field
* Ability to work evenings, weekends and overtime, as needed
* Able to obtain an AOA badge
* Proficient with Computer programs including Word, Excel, PowerPoint
* Familiar with Federal Aviation Regulation policies and procedures