



Example of Airport Operations Manager Job Description

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Our growing company is looking to fill the role of airport operations manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for airport operations manager

- Recommends corrective actions pursuant to findings
- Responds to emails and phone calls from station management and line employees and responds to assigned safety hazard reports
- Facilitates the Safety Risk Management (SRM) process, including risk assessments for Alaska, Virgin, and Horizon airports and cross-divisional workgroups
- Ensures the effectiveness of safety committees by providing guidance and technical assistance
- SMS divisional analysis group and Safety Review Board (SRB) meetings
- Safety Action Committee (SAC) meetings
- Aircraft Ground Damage Review Board (AGDR) meetings
- Development and facilitation of training for station management in daily responsibilities related to regulatory requirements, established guidelines, objectives, procedures, and any applicable federally mandated initiatives
- Ensures training programs are in compliance with local, state, and federal safety regulations and AAG safety policies
- Station Baggage Performance

Qualifications for airport operations manager

- You have knowledge of Aircraft Maintenance Management, with at least 2 years in business jet aircraft environment

- You have accounting and budgeting principals necessary to read and interpret profit/loss statements, financial reports, and meet BSC objectives for assigned area and programs
- You have working knowledge of Environmental, Health & Safety rules, Human Factors, Human performance/-limitations, and regulations as they apply to safety and environmental aspects of aircraft maintenance operations
- You have interpersonal skills necessary to develop and maintain effective communication with employees, customers, all levels of management and other departments
- You have resource management and production planning skills