

**NIAGARA FRONTIER TRANSPORTATION AUTHORITY
JOB OPPORTUNITY NOTICE**

**April 20, 2022
Job #051-22-N**

**TITLE: DEPUTY DIRECTOR, AVIATION
DEPARTMENT: AVIATION
UNION: NON-REPRESENTED**

WORK OBJECTIVE

The Deputy Director of Aviation is responsible for professional, administrative, and supervisory work planning, organizing, and directing the operation, construction, and maintenance of the Buffalo Niagara International Airport and Niagara Falls International Airport. Work involves responsibility for the air terminal facilities, runways, and surrounding grounds, and for the leasing of Airport property. This position plans, directs, and supervises staff to ensure compliance with highest industry standards and prescribed rules and regulations governing the operation of the airport and represents the airport to the public and airport tenants and visitors. An employee exercises considerable independent judgment in planning and devising work programs related to safe and efficient airport operations, promotion and development of the airport, and financial self-sufficiency. In addition, the Deputy Director works directly with other divisions of NFTA to execute the NFTA's Mission Statement and business strategy. Work is performed within the scope of established rules and regulations. Assignments and instructions are received orally or in writing form from the Director of Aviation and work performance is reviewed through personal consultation, written reports, and observation of results obtained.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Assists in the planning, assigning, directing, and supervising of the activities and personnel of the airport.
- Assists with the development and implementation of policies and general operating procedures.
- Acts as a liaison with all airport stakeholders including government agencies, airline representatives, tenants, and the general public.
- Assists with directing and coordination of law enforcement, airline/airport security and Crash Fire Rescue activities in accordance with airport ordinances and federal, state, and county laws and regulations.
- Corresponds with tenants pertaining to maintenance of facilities, questions about leases, and other matters; interprets lease agreements or refers to counsel for interpretation.
- Attends civic and other functions to promote the public relations of the Airport.
- Assists with purchase, use and maintenance of equipment and supplies.
- Assists in making recommendations for the development and expansion of facilities and services.
- Assists with the oversight of the Fixed Base Operator(s) (FBO), subcontractors, security, and contracted maintenance services performance engaged in airfield, building and hangar maintenance tasks.
- Assists with reports, including annual budget, personnel, and the maintenance of records.
- Acts as the Signatory for Secure Identification Display Area (SIDA) applications and submittal of Customs and Border Protection (CBP) seal applications.
- Perform additional duties and tasks as assigned.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of air terminal facilities, airfield operations area, maintenance procedures, techniques, and problems. Knowledge of property management methods and techniques, tenant relationships, and of prevailing local real estate rates. Knowledge of the laws, rules, and regulations applying to the use of airport facilities and control of air traffic. Knowledge of standard record keeping practices as related to airport activities. Knowledge of the rules and regulations of the U.S. Department of Transportation and Federal Aviation Administration as they apply to air carrier and general aviation operations at airports. Knowledge of the principles, practices and procedures of public and business administration as applied in a large organization. Ability to plan, assign, review, and supervise the work of employees performing diversified maintenance and operational functions in a manner that will affect maximum utilization of personnel, equipment, and materials. Ability to establish and maintain effective working relationships with persons using the airport and tenants operating concessions. The Deputy Director must have the ability to express oneself clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public, business or airport administration or a related field and seven (7) years' experience in airport or other major transportation facilities operation and maintenance, including three (3) years' supervisory experience, or an equivalent combination of training, education, and experience. Must be able to obtain and maintain a SIDA badge/US Customs and Border Protection Seal.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with occasional exposure to disagreeable environmental factors.

TO APPLY:

Send NFTA employment application, resume and cover letter **specifying the job number 051-22-N to:**

NFTA Human Resources
181 Ellicott Street
Buffalo, NY 14203

Or email to: application_intake@nfta.com

Application Deadline: May 6, 2022

POST: 04/20/2022

REMOVE: 05/06/2022

The Niagara Frontier Transportation Authority is an Equal Opportunity Employer