



ASSISTANT DIRECTOR OF TERMINAL/LANDSIDE OPERATIONS Syracuse Hancock International Airport Syracuse, NY

Overview of Position and Essential Functions

Syracuse Regional Airport Authority, operator of the Syracuse Hancock International Airport, is seeking candidates for an exciting opportunity to join our team as **Assistant Director of Terminal/Landside Operations**. This position provides assistance to the Director of Terminal/Landside Operations in oversight of the terminal building and landside support facilities, ensuring facilities are maintained to meet the functional requirements of the airlines, other tenants, passengers, and stakeholders, and assisting in the oversight of Terminal maintenance and custodial staff. The Authority is seeking someone with previous facilities maintenance/oversight experience, preferably in a commercial airport setting, although candidates with experience in large commercial campus facilities may be considered. Supervisory work experience is required, along with dedication to safety and compliance, and excellent planning, organizational, and interpersonal skills. This position will require shift work, including nights and weekends. See complete job description below.

Minimum Qualifications

Qualified candidates must have one of the following:

- A. Associate's Degree and five (5) years of work experience in the maintenance or oversight of a commercial airport terminal or landside operations, or a large commercial campus, at least two (2) of which were in a supervisory capacity; or,
- B. Ten (10) years of work experience, or its part time equivalent, in the maintenance or oversight of a commercial airport terminal or landside operations, or a large commercial campus, at least five (5) of which were in a supervisory capacity.

**Any offer of employment would be contingent on passing a security clearance background check and pre-employment drug test.*

***This is a provisional position under Civil Service. The incumbent will be required to take an open/competitive exam given by Onondaga County Civil Service to obtain permanent civil service status and retain the position.*

Salary and Benefits

The Authority offers a comprehensive salary and benefits package, including membership in the New York State Local and Employee Retirement System.

Application Instructions

Interested candidates should email a resume, cover letter, with 3 professional references (in PDF or Word format) by **January 21, 2019** to:

Debi Marshall, Human Resources Manager
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212
MarshallD@syrairport.org

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ASSISTANT DIRECTOR OF TERMINAL/LANDSIDE OPERATIONS (SRAA)

63840
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting the Director of Terminal/Landside Operations in effectively planning, developing, implementing and monitoring all policies and procedures to maintain and enhance the terminal building and associated landside support facilities. The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants, passengers, and stakeholders by assisting in the oversight of Terminal maintenance and custodial staff; direct supervision may be required. Work is carried out in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Director of Terminal/Landside Operations, with the need to exercise independent judgment in carrying out assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in identifying terminal building and support facility equipment needs on an annual basis.
Helps to provide oversight and direction to the Terminal Maintenance Division Crew Leaders, Custodians, and Terminal Maintenance personnel.
Conducts orientation for new employees and initial and on-going training according to requirements.
Coordinates activities with other airport constituents where appropriate.
Oversees maintenance of records and files as required by state and federal regulations.
Acts for the Director of Terminal/Landside Operations in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Familiarity with CFR 49, Part 1542 and with FAA Part 139
Knowledge of the principles, practices, procedures and techniques of terminal operations and management
Knowledge of parking facility maintenance and operations.
Familiarity with federal, state and local laws and regulations applicable to airports.
Ability to work with department heads and outside agencies to maintain the safety and security of the terminal and landside environment.
Ability to use tact and courtesy in dealing with employees, visitors, passengers, and contractors.
Ability to keep accurate records and prepare clear and concise reports.
Ability to communicate effectively, both orally and in writing.
Able to do shift work as required

MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years of work experience, or its part time equivalent, in the maintenance or oversight of a commercial airport terminal or landside operations, or a large commercial campus, at least two (2) of which were in a supervisory capacity; or,

B) Ten (10) years of work experience, or its part time equivalent, in the maintenance or oversight of a commercial airport terminal or landside operations, or a large commercial campus, at least five (5) of which were in a supervisory capacity.

*Supervision is defined as - responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group. Typical duties may include, but are not limited to, assigning and reviewing work, training, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

4/2016 Date of Original Composition