



Winnebago County  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Maintenance & Operations Manager

**LOCATION:** Airport

**HIRING RANGE:** \$64,290 - \$71,433/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 7:00 am – 3:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## **WINNEBAGO COUNTY POSITION DESCRIPTION December 2021**

**POSITION TITLE:** Maintenance & Operations Manager

**DEPARTMENT:** Airport

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Directs maintenance and operations of all county-owned buildings, equipment, pavements, and land at Wittman Regional Airport.

### **ESSENTIAL FUNCTIONS:**

1. Ensures that all airport equipment, hangars, buildings, paved surfaces, and land are properly maintained and in good operating condition at all times.
2. Assist in coordination and supervision of special construction projects. Supervises airport operations during special aeronautical events, including EAA AirVenture.
3. Organizes, distributes, and delegates work fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to develop employee capabilities. Ensures that staff has the resources and flexibility to perform,

improve, and learn in their jobs. Keeps open communication with employees, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for staff as assigned.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Inspects or oversees inspections of the airport, including all lighting systems, runways, taxiways, and safety areas.
2. Oversees the deployment and maintenance of specialty equipment, including large snow removal vehicles, airport rescue & fire fighting (ARFF) vehicles, turf maintenance equipment and shop equipment. Establishes and maintains written preventative maintenance schedules.
3. Procures supplies and parts for airport maintenance operations. Obtains competitive pricing and writes equipment specifications.
4. Provides 24-hour emergency on-call services for maintenance and other emergency situations. Implements the airport's snow removal plan as needed.
5. Issues Notices to Airmen (NOTAMs) to assure safe, timely dissemination of information to pilots. Maintains a log of all NOTAMs.
6. Maintains familiarity with leases in order to determine maintenance responsibilities.
7. Prepares airport maintenance budget and assumes certain duties of the Deputy Airport Director in his or her absence.
8. Maintains and updates the Storm Water Pollution Prevention Plan and Wisconsin Tier Two Emergency and Hazardous Chemical Inventory and all associated written record keeping.
9. Maintains a computerized fuel dispensing system. Generates monthly reports and periodically reorders fuel in accordance with the County's procurement policies.
10. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Deputy Airport Director.
2. Supervises Mechanic, Maintenance Equipment Operators, and Seasonal Laborers.
3. Works regularly with various county departments to support airport operations, with various FAA and state aviation offices to ensure compliance, and with various contractors to maintain airport equipment and buildings.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma required.
2. A two-year college degree preferred.
3. A minimum of three years work experience in aviation, airport maintenance/operations, electrical mechanical and construction maintenance, or a related field.
4. A minimum of three years supervisory experience preferred.
5. Experience in operating heavy equipment and specialized airport vehicles preferred.
6. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements
7. American Association of Airport Executives (AAAE) – ACE OPS Certification is desirable.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of airport lighting electrical systems, pavement maintenance methods, and automotive mechanics as they relate to heavy equipment operations and maintenance.
2. Knowledge of building maintenance and operations including HVAC and mechanical system knowledge.
3. Extensive knowledge of FAA regulations and requirements for airport operations.

4. Working knowledge of procurement, occupational safety and risk management practices.
5. Considerable organizational skills; must be able to effectively manage own and subordinates' workloads.
6. Strong written and verbal communication skills including listening skills.
7. Computer skills including familiarity with Microsoft Office applications and ability to learn and use software.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform work from a both a sedentary position and standing/walking position for extended periods of time, with full manual dexterity in both hands.
2. Ability to function in environments with occasional exposure to unpleasant odors, non-toxic fumes, adverse temperatures, and/or humidity extremes.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.