

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Adopted: 07/09/97
Revised: 12/18/03

DEPUTY COMMISSIONER OF PUBLIC WORKS (AVIATION)

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Oneida County Airport, (a division of the Department of Public Works). The incumbent has responsibility for the management and supervision of County resources, to ensure the safe and efficient operation of all airfields operated and maintained by Oneida County. The Deputy Commissioner of Aviation performs landlord functions for County owned facilities located on, near or adjacent to, the airfield or airfields and serves as advisor to the Commissioner of Public Works on aviation matters. The work is performed, as prescribed by the Oneida County Charter and Administrative Code. Airport management responsibilities apply on a twenty-four (24) hour per day, seven (7) day per week basis. Administrative direction is received from the Commissioner of Public Works. Supervision is exercised over all Airport personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements maintenance and repair programs for airfield vehicles, streets, buildings, and water and sewer systems;
Develops and implements snow removal, weed control and grass cutting programs;
Responsible for Airport Capital projects;
Manages airport safety program;
Coordinates with Air Carrier, commuter airlines, concessionaires, fixed base operator and general aviation on airport operations;
Manages provisional crash-fire-rescue organization;
Confers with Federal Aviation Administration and New York State Department of Transportation to ensure compliance with State and Federal Aviation Regulations, and for the use of Airport Development Aid Program Funds;
Oversees aircraft emergency operations, anti-hijack, bomb threat, nuclear and hazardous material, and crowd control incidents;
Directs Airport security;
Performs landlord functions of all buildings, including Federal Reserve Bank, Jet Training Center, County hangars and warehouses;
Develops and maintains airport operations, emergency plan and security manuals;
Supervises purchasing and accounting systems;
Develops and manages departmental budget;
Acts as County agent for lease agreements with Airport tenants.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of airport flight operations and airfield maintenance; good knowledge of Public Works operations; good knowledge of Federal and State transportation agencies; good knowledge in the administration of Federal and State grants; working knowledge of government operations; working knowledge of accounting principles and practices; ability to prepare and supervise an effective and efficient budget; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to express oneself clearly and concisely, both orally and in writing; initiative and resourcefulness in handling general problems; good judgment.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the Commissioner of Public Works may determine appropriate.