



**CHO**  
A I R P O R T

Charlottesville Albemarle Airport invites applications for

## **Director of Operations and Maintenance**

Charlottesville Albemarle Airport (CHO)

Charlottesville, Virginia

# FROM THE EXECUTIVE DIRECTOR

## Why I “Chose CHO”

**Melinda Crawford, A.A.E.**

While serving as an airport director in the panhandle of Florida, I was contacted and asked about my interest in applying for the then vacant position of Executive Director for the Charlottesville Albemarle Airport (CHO). My first response was, “where exactly is Charlottesville?” When I was told that CHO was located near the foothills of the Blue Ridge Mountains in historically-rich Central Virginia, I was intrigued. After a great deal of research of the airport and area, I submitted my application and was later short-listed for an interview. When I visited CHO in November of 2012 for the interview, my husband and I immediately fell in love with the beauty of the area and the history of the region, that love has continued to grow in the four years that I have had the opportunity to manage this amazing airport.



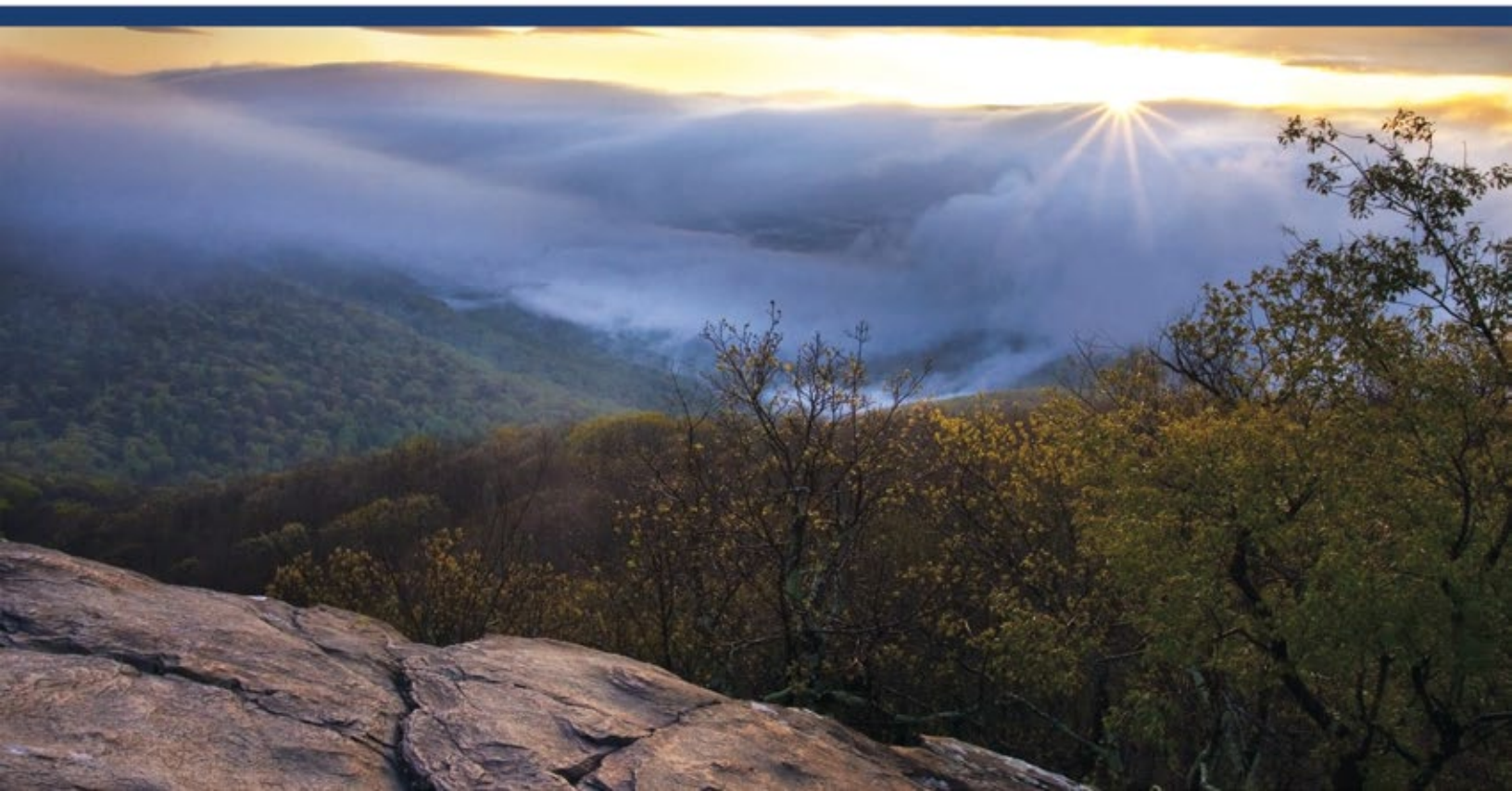
# OUR COMMUNITY

## An Amazing Quality of Life:

CHO Airport's primary market, the geographic center of the Commonwealth, consists of ten counties. The area is home to many of our nation's historical figures, including three of our nation's founding fathers (Jefferson, Madison and Monroe). Within this region, there are ample opportunities to explore what Central Virginia and the Shenandoah Valley have to offer.

Nestled at the foot of the breathtaking Blue Ridge Mountains, CHO Airport is situated approximately seven miles north of Charlottesville. A vibrant business-minded community, Charlottesville and its surrounding counties have a diverse make up of industries including technology, education, medical services, and viticulture, along with a growing military presence. Its temperate climate, high quality of life, and historic architecture make for a desirable place to live.

CHARLOTTESVILLE  
ALBEMARLE AIRPORT  
(CHO)



# THE UNIVERSITY

## Home of the HOOS:

The University of Virginia is an economic engine to the region and is vital to CHO Airport's continued success. The university was founded in 1819 by Declaration of Independence author, and third President of the United States, Thomas Jefferson. It was established to fulfill Mr. Jefferson's lifelong ambition to create a new and better institution of higher learning.

Today, it is one of the nation's premier academic and research institutions. It is ranked 2nd among public universities, according to US News & World Report.

While it is well known for its historic foundations and broad academic strength, the University of Virginia Health System has received accolades of its own. It currently leads the state with nationally ranked specialties and procedures, and it is noted for its outstanding excellence in patient care, education, and research discoveries.



# OUR AIRPORT

## Serving Central Virginia for 60 Years:

Established in 1955, the Charlottesville Albemarle Airport (CHO) is a political subdivision of the commonwealth of Virginia. Operated by a staff of just over 30 employees, The Charlottesville-Albemarle Airport Authority is governed by a 3-member Airport Authority Board. A seven-member Joint Airport Commission serves as an advisory group to the Airport Authority and the community. A recent Virginia Airport System Economic Impact Study prepared by the Virginia Department of Aviation reports that CHO generates 1,267 jobs, pays over \$40 million in wages with total economic activity valued at over \$129 million annually.



# OUR SERVICE

## Close, Convenient, Connected:

The Charlottesville Albemarle Airport (CHO) is a non-hub, commercial service airport offering one-stop international and domestic destinations, as well as daily non-stop flights around the U.S. We are served by Delta, United Express and American Airlines offering over 50 daily non-stop flights to and from Charlotte, Philadelphia, New York/LaGuardia, Washington/Dulles, Atlanta, and Chicago.

Corporate and general aviation needs are met by Signature Flight Support, CHO's on-site fixed-base operator. CHO continues to steadily grow with 296,445 enplanements in 2016, a 8% increase from 2015, and CHO accommodated more than 67,000 takeoffs and landings in 2016, according to the Federal Aviation Administration.



# OUR TERMINAL

## It's All About the Passenger Experience:

The airport recently underwent an extensive \$6 million terminal improvement project to better accommodate passengers' needs. Noticeable changes include a modified passenger screening area and queue, larger restrooms, family restrooms and a mother's lounge, a full-service restaurant and bar, improved passenger waiting areas, and additional parking. As CHO continues to see passengers growth, future capital projects are being planned and will be developed to ensure that any potential capacity and security issue is addressed.



# **DIRECTOR OF OPERATIONS AND MAINTENANCE**

## **Summary of Position:**

Under general supervision of the Executive Director, the director of operations and maintenance performs complex technical and administrative work associated with the maintenance, operations, and public safety functions for the Charlottesville-Albemarle Airport Authority. Through delegation of responsibilities to the Airfield & Facilities Manager and Chief of Public Safety, ensures that all such operations and functions are performed in accordance with all applicable federal, state and local laws and regulations in a fiscally responsible manner.

**Reports to: Executive Director**

**Supervises: Airfield & Facilities Manager, Chief of Public Safety**



# CONTINUED:

## Essential Job Functions:

This description lists only the usual major job duties normally assigned to this position, but does not restrict the performance of other duties assigned by the supervisor.

1. Through delegation of responsibilities to the Airfield & Facilities Manager, plans and directs the airport's building, airfield, equipment and terminal maintenance activities to include preventive maintenance programs.
2. Through delegation of responsibilities to the Chief of Public Safety, plans and directs the activities of the Public Safety department.
3. Supervises and evaluates performance of employees in above referenced units. Responsible for overall direction, coordination, and evaluation of these units. Responsibilities include hiring & training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
4. Serves as the primary Airport Security Coordinator (ASC) and through delegation to appropriate staff members, oversees the development and preparation of standard operating procedures, Airport Certification Manual, Airport Security Manual, and training programs.
5. Assist with the planning and implementation of capital projects while overseeing airport construction projects.
6. Plans and directs snow removal operations.
7. Maintains knowledge of all rules, regulations and laws which pertain to the position and ensures that the airport is in compliance with such federal, state and local laws including FAR Part 139 certification and TSA Part 1542 security functions.
8. Responsible for the airport's SWPP program and associated environmental compliance procedures.
9. Through delegation to the Chief of Public Safety, oversees the aircraft rescue and firefighting (ARFF) and law enforcement functions.

## **CONTINUED:**

### **Essential Job Functions Continued:**

10. Through delegation to appropriate staff members, develops and administers the airport's Occupational Safety & Health (OSHA) training and compliance programs, maintains the Airport Risk Management Program and oversees the Wildlife Hazard Management Program.
11. Prepares or arranges preparation of bid specifications for products or services in accordance with procurement guidelines.
12. Through delegation to the Chief of Public Safety, oversees planning and coordination of airport emergency drills to include coordination with outside organizations.
13. Administers and updates the airport's Minimum Standards and Rules and Regulations.
14. Consults with tenants on security and safety procedures.
15. Inspects, evaluates, and makes recommendations concerning the maintenance and repair of airfield paved and other surfaces, and all airport-owned buildings.
16. Assists with preparation of annual budget and administers assigned accounts throughout the fiscal year to ensure compliance with the approved budget.
17. Develop plans, policies and procedures to meet future airside and landside needs.
18. Assists in the preparation of grant applications. Develops and implements the Virginia Department of Aviation State Maintenance Program.
19. Undertakes such other duties and tasks as are delegated by the Executive Director.
20. Serves as key member of management team expected to initiate action, analysis and recommendations as necessary without direction.
21. Serves as the Acting Executive Director when designated.

### **Physical Demands:**

1. Standing and walking for long periods of time.
2. Running to respond to emergency situations.
3. Operate manual transmission large trucks, plows, tractors, equipment during snow removal operations.

## **CONTINUED:**

### **Work Environment/Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Emergencies have the potential of hazardous conditions (potential of entering burning building and/or aircraft). During the course of a normal day, time is equally spent inside and outside and exposure to extreme weather (hot/humid, cold/ice/snow/rain) and to loud noise due to aircraft and vehicle operations is probable.

### **Work Location/Schedule:**

Charlottesville-Albemarle Airport Authority grounds and facilities, Monday-Friday day shift but subject to being called in frequently for emergencies, snow removal operations and drills. Employee will be expected to work up to a 24 hour shift during snow removal and/or emergency operations.



# CONTINUED:

## Job Qualifications:

1. Bachelor's degree from a four-year college or university with an emphasis in aviation management, business, or public administration is preferred. American Association of Airport Executives accreditation of A.A.E. or C.M. is preferred.
2. At least 10 years of airport operations experience with 5 years of airport management experience at a commercial service airport or comparable experience and a thorough knowledge of airport operations and maintenance, aircraft rescue and firefighting methods/practices/procedures/federal regulations, and federal security requirements and regulations is required.
3. Ability to plan, schedule, supervise and inspect the work of subordinates engaged in maintenance, badging and ARFF/LEO tasks.
4. Ability to read and interpret federal and state laws and regulations.
5. Ability to act calmly and quickly in emergencies and other critical situations.
6. Ability to understand and follow and give oral and written instructions.
7. Ability to be courteous; yet, firm with the public.
8. Ability to operate a motor vehicle to include large snow removal equipment.
9. Ability to maintain cooperative relationship with public employees and airport tenants.
10. Ability to enforce rules with firmness and tact.
11. Excellent moral character.
12. Will be required to successfully pass Aircraft Rescue & Firefighting certification with 12 months of hire date. Failure to receive and maintain either certification will result in dismissal.
13. Must possess valid Virginia drivers' license with driving record insurable by Authority's automobile liability carrier.
14. Successful completion of all FAA employment requirements, including drug and alcohol screening, police records check, employment background check, etc., and must be capable of meeting and maintaining Federal Aviation Administration security requirements for unescorted access in the Security Identification Display Area (SIDA).

## Salary & Compensation:

**Salary:** This is an exempt position with the salary range of \$75,000 to \$95,000 annually, with opportunity for additional performance-based annual increases to a maximum of \$110,000. Initial salary placement within the range will be based upon experience and qualifications.

**Benefits:** Employer contribution to the Virginia Retirement System with employee contribution required, paid time off to include 13 holidays and annual leave, medical/dental/vision insurance coverage, life insurance of 2 times annual salary, optional 457 Deferred Compensation Plan, education assistance, and professional dues. Relocation assistance may be negotiated.



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**This position will be open until filled.**

**How To Apply:**

The Airport Authority application is required. Download an application at [gocho.com/opsdirector](http://gocho.com/opsdirector). Send completed application and resume to: Charlottesville Albemarle Airport Authority, Attn: Human Resources, 100 Bowen Loop, Suite 200, Charlottesville, VA 22911. Or applications and resume may be emailed to Connie Cook at [ccook@gocho.com](mailto:ccook@gocho.com). Applications will be accepted until position filled. Charlottesville Albemarle Airport Authority is an Equal Opportunity Employer. Minority applicants are encouraged to apply.

**For additional questions email [info@gocho.com](mailto:info@gocho.com)**