



AIRPORT MAINTENANCE & OPERATIONS MANAGER JOB DESCRIPTION

The Helena Regional Airport Authority is looking for a highly qualified candidate to fill the position of Operations & Maintenance Manager at the Helena Regional Airport located in Helena, Montana.

The Position: Assists the Airport Director and Assistant Airport Director and provides team direction and direct supervision of staff within 3 departments (Maintenance, Operations, and Custodial) related to airport operations, maintenance, safety, security, environmental management, and development at Helena Regional Airport, a primary commercial service airport with a very diverse base of aviation and non-aviation activities. **The position exercises discretion and independent judgment in significant matters related to the continuous operations and maintenance of the airport.**

The Ideal Candidate: Must have considerable knowledge of FAA Part 139 regulated commercial service airport including operations, safety, aircraft rescue firefighting (ARFF), security, environmental and emergency response challenges, maintenance, experience operating snow/ice removal equipment, regulatory/compliance requirements, and construction oversight. Airfield driving/radio communications abilities and experience is required. Will possess superior, creative problem-solving skills; be calm and competent under pressure (aircraft/airport emergencies); and demonstrate proactivity, initiative, competence, follow-through, and feedback to stakeholders as required in routine and emergency situations. Must have strong written and computer skills including email, spreadsheet use, and word processing programs used to create and maintain airport manuals, plans, guidance documents, correspondence, policies, and/or records associated with airport certification, safety, emergency response, training, snow and ice removal, security, fueling, environmental issues, and construction. Must have experience in proficient operation of complex computer based systems such as airfield lighting systems, issuance of NOTAMS, radio and smart cell phone communication and other computer based systems and equipment.

Our ideal candidate will be a participatory leader: a results-oriented, relationship-building, self-aware team player who also possesses high integrity, politeness, and fostering trust by building relationships with tolerance, patience, and support.

- Ability to interpret and maintain compliance with federal, state, and local laws and regulations.
- Ability to properly manage sensitive security and operational activities.



- Identifying and analyzing a variety of airport operational-related issues using independent judgement and discretion, including making recommendations for their resolution.
- Coordinate and develop employee work schedules, vacation and holiday coverage, overtime for irregular and emergency events including snow removal operations.
- Collaboration - The ability to work cooperatively with others to find reasonable solutions to problems and build the strength of the team.
- Commitment – The ability to take personal responsibility due to one’s sense of ownership and pride in the Airport.
- Excellent Customer Service/Customer Focus - The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- Effective Communication - The ability to express thoughts effectively to encourage productive dialogue and generate useful information both verbally and in writing.
- Effective Staff Supervision and Oversight – The ability to direct the work of staff in 3 departments and to provide input to the Assistant Director and Director with respect to hiring new employees, disciplinary actions, and promotions or demotions.
- Effective Leadership - A skilled leader and manager with the ability to motivate and develop staff.
- Ability to think strategically and be innovative to find resolutions to problems as they occur.

Qualifications:

Bachelor's degree in Business Administration, Management, Aviation Business, or closely related area preferred, plus five (5) years supervisory experience in airport operations, maintenance, management, or related field; including two (2) years of supervisory experience in airport operations at a commercial service airport; or any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities necessary to perform the essential functions of the position.

Licensing, Certifications and Other Requirements:

Possess a valid Montana driver's license (or obtain one within 30 days of hire): pass a TSA-mandated 10-year security background investigation, pre-employment drug test, fingerprint background check, security threat assessment, and driving record check to confirm insurability. Must have previous certification in Aircraft Rescue Fire Fighting (ARFF) with the ability to achieve re-certification if not currently possessing active certification. May be required to complete a physical to ensure physical ability to carry out ARFF duties.

Work Environment

The Helena Regional Airport is a great place to work and has been well maintained and is modern. The airport facility and infrastructure is in excellent condition and has undergone a variety of expansions and improvements in recent years. In 2020 a 3 year long terminal expansion and renovation was completed including a new TSA checkpoint, completely new passenger gate area with new jet bridges, and many other improvements. The primary runway was completely reconstructed in the summer of 2021 providing another 20 plus years of service. All of the general and corporate aviation aircraft parking aprons and hangar taxi lanes were repaved in 2019 – 2020 as well. The regional ARFF training facility was also fully rehabilitated in 2020 to provide one of the most updated facilities in the nation. The airport has modern snow removal equipment including two multi-function plow/brooms, blowers, front mount broom, Oshkosh P-series plows and tractors with box blades. The Airport Fire Station #1 and Snow Equipment Facility is newer and in great condition. Fire Station #2 which is home to the Operations Department is also newer. The Airport Authority prides itself on providing staff and stakeholders with clean, modern, and efficient locations and equipment to ensure they can complete their job in a welcoming environment.



Terminal - Remodel and Expansion Completed in 2020



9,000' X 150' Primary Runway - Full Rehab Completed June 2021



Newer Equipment - 2 Combo Plow/Brooms / Front Mount Sweeper



Fire Station #1 / Snow Equipment Storage / Maintenance Shop



Fire Station #2 / Airport Operations Offices



Training Center and Driver Training/Motorsports Track

Training Center Information

www.rmestc.com

MISCELLANEOUS POSITION INFORMATION:

Airport Administration Staff:

- Airport Director – Jeff Wadekamper
- Assistant Airport Director – Ross Marty
- Financial Manager – Connie Lundin
- Administrative Assistant – Amber Huggett

Website: www.helenaairport.com

Administration Office Hours:

- Monday – Thursday 8:00 am to 5:00 pm and Friday 8:00 am to 4:30 pm

Total Airport Employees:

- 22 full-time, 2 - 6 part-time/seasonal/on call winter pool
 - Administration – 4
 - Maintenance – 8
 - Operations – 6
 - Custodial - 3
 - Emergency Services/Training Center Coordinator - 1

This Position Offers:

Benefit Package:

- 3 weeks annual vacation
- 12 sick days per year
- PERS retirement system
- Voluntary 457 Deferred Compensation Plan
- Group health insurance (medical, dental, vision) through Allegiance - Airport pays insurance premiums for basic plan for employee
- Cell Phone Allowance
- Airport Vehicle for On-Call Business

Salary:

Starting Salary of \$38.00/hour (\$79,040/year)

This position is an exempt position and not eligible for overtime pay under Montana/Federal Labor Laws.

Minimum six-month probationary period during which you may be terminated without cause

The Helena Regional Airport is staffed 365 days/per year, 24 hours/day. This position requires working traditional and non-traditional hours depending on the situation or needs of the airport such as snow removal operations, aircraft emergencies and special project oversight. The Helena Regional Airport is an equal opportunity employer.

THE AIRPORT

The Helena Regional Airport (HLN) located in Helena, Montana, is a towered, commercial service airport operated by the Helena Regional Airport Authority. The airport is home to a diverse range of aviation activities providing global connectivity through several airline hubs, general and corporate aviation, a full-service fixed base operator (FBO), self-service aircraft fueling station, 23 based military aircraft, flight training, flying club, air ambulance services, air cargo, very large air tanker capable wildland firefighting base, 2 aircraft repair stations, and a US Customs and Border Protection agency landing-rights clearance facility to accommodate international flights entering the United States.

The Helena Regional Airport is operated as an enterprise fund, using no local community taxes or mil levies to fund the ongoing operation and maintenance of the 1,400-acre airport complex. The airport has a diversified revenue portfolio, including airline-related activities (13%), other aviation (11%), and non-aeronautical businesses (76%). These on-airport business activities provide jobs for over 2,000 people and an annual economic impact of \$284 Million to the Helena area economy and ensure the airport remains a viable operation despite the high costs of operating a commercial service airport in a small community.

Non-aviation businesses include Costco, a newspaper printing facility, private office buildings, indoor tennis center, soccer fields, a world-class driver training and motorsports track and a state-of-the-art, environmentally friendly, fire training center. Aerospace manufacturing facilities located on the airport complex include Boeing and Pioneer Aerostructures. Government facilities include the Federal Aviation Administration, US Forest Service, US Department of Homeland Security, Federal Motor Carriers Safety Administration, the Montana Association of Counties, and many state agencies.

www.helenaairport.com

THE HELENA COMMUNITY

Helena is the capital city of Montana and is located in the center of the state which provides access to everything Montana has to offer. The 2020 census listed 32,091 residents in the City of Helena, and 70,973 in Lewis and Clark County (many residents live outside the City limits but are still in Lewis and Clark County). Helena has the traditional 4 seasons and has a great deal of nearby recreational access to public lands and waters. There are 4 nearby lakes and the Missouri river along with a host of public lands for hiking, mountain biking, hunting, fishing, and other outdoor activities. Nearby Great Divide Ski Area is a great ski hill that has many amenities but lacks the long lines you may experience at the other large ski resorts such as Big Sky.

Community Information Links:

Helena Relocation Guide - <https://online.flipbuilder.com/AllegraHelena/wbyn/#p=1>

Helena Area Economic Trends - <https://online.flipbuilder.com/AllegraHelena/dfvt/#p=1>

Helena Tourism Information - <https://online.flipbuilder.com/AllegraHelena/ufqx/#p=1>



HOW TO APPLY

1. Complete the 2-sided application for employment.
2. Include a cover letter and resume
3. Completed application packets can be hand delivered, or mailed to:

**Helena Regional Airport Administration Office
“Maintenance & Operations Manager Position”
2850 Mercer Loop
Helena, MT. 59602**

The position will remain open until May 15, 2024.

Selection Process:

- All applications must be completely filled out. Please attach a resume.
- Applications will be short-listed by Airport Employment Selection Committee.
- A final short-list of applicants to be interviewed will be determined by the Airport Employment Selection Committee; expanded individual interviews may be conducted.
- Applicant selected for the position will be required to undergo full background check, including fingerprinting, driving record check and in order to meet TSA security and airport insurance requirements prior to actual employment.

Questions:

Questions may be directed to Jeff Wadekamper, Airport Director at (406)-442-2821 or jwadekamper@helenaairport.com .

THANK YOU FOR YOUR INTEREST!