



**KETCHIKAN GATEWAY BOROUGH**  
**invites applications for the position of:**

## **Operations Manager / ARFF**

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**SALARY:** \$83,012.80 - \$92,830.40 Annually

**DEPARTMENT:** Airport

**DIVISION:** Maintenance/ARFF/FERRY

**OPENING DATE:** 03/21/22

### **JOB DESCRIPTION:**

Responsible for planning, organizing and directing maintenance of airport and ferry system and equipment effectively and within budget constraints.

### **EXAMPLES OF DUTIES:**

- Supervise, direct, and coordinate all maintenance personnel and maintenance functions of the Ketchikan Airport. Supervise, schedule and assign work to technicians and mechanic(s). Inspect airport field and terminal facilities, equipment, and floating facilities (including docks and ferries) for maintenance of repair needs, safety hazards, and initiate corrective actions.
- Develop, coordinate and maintain all maintenance records and schedules for all airport equipment.
- Develop and implement preventative maintenance programs for all equipment and facilities at the Ketchikan International Airport.
- Ensure compliance with federal, state and local regulations on matters pertaining to airport maintenance, ferry operations, and ARFF activities.
- Develop, implement and maintain training programs for technicians and mechanics.
- Direct emergency operations and responses of specialized ARFF vehicles and personnel including the use of specialized rescue procedures, materials and tools.
- Ensure primary aircraft rescue and firefighting coverage for scheduled air carrier operations at the airport.
- Ensure satisfactory completion of any necessary initial and recurrent ARFF and emergency medical training for all emergency response personnel.
- Respond to airport emergencies and determine appropriate course of action. In the absence of the Manager, act as the Emergency Control Officer (ECO) in support of the airport Emergency Control Plan (ECP).
- Direct response to structural fires in the terminal or other airport facilities.
- Develop and direct effective snow/ice control program and procedures for aircraft movement areas of the airport.
- Coordinate with Airport Manager for purchase of supplies, equipment and other materials for maintenance and operations.
- Serve as technical advisor to the Airport Manager and perform various tasks as assigned by the Airport Manager.

- Establish and maintain a positive working relationship with department employees, other Borough employees and intergovernmental agencies.
- Conduct after hour operations as required; such as facilitating medivac, including emergency response, on a rotating basis which covers 24 hours per day, 365 days per year, unless on personal leave.
- Perform timely annual performance evaluations for all maintenance and ferry personnel. Recommend personnel action such as terminations and layoffs.

#### **ADDITIONAL JOB DUTIES:**

- Provides instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Serve as acting Airport Manager in Manager's absence.
- Performs other related duties as assigned.

#### **QUALIFICATIONS:**

- Working knowledge of airport construction and operations, ferry operations and maintenance, and building construction and related repair.
- Technical knowledge of all facets of ARFF procedures and operations.
- Thorough knowledge of federal, state and local regulations pertaining to airport and ferry operations.
- Ability to operate all equipment used for airport maintenance and operation of roads, runways, taxiways, aprons, lights, beacons and buildings.
- Experience in operating airport emergency/rescue equipment.
- Ability to work independently and to respond to emergency situations quickly and effectively.
- Ability to supervise and train personnel.
- Willingness to cooperate with others and perform the various job related duties as assigned.
- Ability to give clear oral and written directions.
- Skill in developing and maintaining a positive work environment and in developing the potential of those supervised.
- Ability to handle administrative and other tasks assigned by the Airport Manager.

#### **PHYSICAL ACTIVITIES INCLUDE:**

- Must be able to hear.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell.
- Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lift and carry items and boxes up to forty (40) pounds.
- Physically capable of performing emergency medical assistance while applying Cardiopulmonary Resuscitation (CPR) and Basic Life Support (BLS) procedures.
- Ability to transport a victim in an emergency.
- Physically capable of operating emergency equipment such as quick-saws, extrication equipment, cutting axes and tools, and SCBA equipment.
- Ability to rapidly negotiate steps and ladders to the top of the ARFF vehicles and be able to lift and rapidly deploy and place in service at least 300 feet of fire hose without assistance.
- Ability to rapidly climb at least five flights of stairs while carrying one fifty foot section of

two and one half inch fire hose.

## **REQUIREMENTS:**

### **LICENSES:**

- Valid State of Alaska Driver's License with a driving record acceptable to the Borough's insurance carrier, Commercial Driver's License (CDL) for airport equipment.
- Current CPR or BLS certification
- ETT certification in the State of Alaska, within one-year of hire

### **EDUCATION AND EXPERIENCE:**

- High School diploma or GED equivalent, plus graduation from trade school or minimum two-year degree in related field.
- Minimum of five (5) years of progressively responsible experience in maintenance and emergency response procedures and operations, including ARFF, snow/ice control, facility and ferry maintenance, and personnel supervision.
- Minimum five (5) years' experience in combined marine and facility maintenance desirable.
- Minimum five (5) years' experience in management and supervision.

***Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.kgbak.us/138/Human-Resources>

Position #2022 - 3.21  
OPERATIONS MANAGER / ARFF  
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