**The Little Rock Municipal Airport Commission Invites Applications For
Manager – Facilities**

The Little Rock Municipal Airport Commission is seeking a Manager – Facilities for Bill and Hillary Clinton National Airport (LIT). As Manager, you will be responsible for maintaining the effective operation of all Airport facilities including buildings, the airfield, and equipment. You will assist in the development and direction of construction projects on the Airport. You will also be responsible for developing and implementing the Airport’s Preventative Maintenance Program, training staff in the proper and safe use of Airport equipment and promotes occupational safety and health.

You will be responsible for risk management activities to prevent harm to all Airport property, employees and users, and the environment. This position is responsible for maintaining an inventory of maintenance and custodial equipment and supplies. You will ensure that all equipment and systems are maintained in working order. The Manager prepares the department’s budget and makes certain that the Airport’s procurement policies and procedures are followed. You will be required to respond to Airport emergencies, including airfield emergencies. You will supervise a team of employees and coordinate training, review performance, and review timesheets. You will ensure grant assurances are followed and prepare reports as required. In addition to adhering to regular work hours, the Manager is required to work extended hours as needed.

**Preferred Experience**

Will have graduated from an accredited college or university with a bachelor’s degree in Business Administration, Construction or Engineering. Will have at least 4 years’ airport maintenance experience including experience in directing the work of others, managing airport operations in winter weather and emergencies, as well as experience in environmental and sustainability programs. Equivalent combination of education and experience may be considered. Must have the ability to read and interpret blueprints, specifications, safety rules, operating and maintenance instructions, financial reports and procedure manuals. Must be able to write purchase specifications. Must work independently with minimum supervision. Must have advanced knowledge of and experience in Microsoft Word, Excel, Outlook and Teams, the ability to manage automation and lighting control systems and to learn and utilize accounting, construction management and purchasing software. Must have knowledge of airport lighting, mechanical and electrical systems, pavement management and repair, landscaping building structures as well as working knowledge of FAR parts 77, 139 and 1542. Must have highly developed interpersonal skills in order to deal with volatile and sensitive situations. Must possess or be able to obtain and maintain a valid state driver’s license.

**Salary and Benefits**

The starting salary range for this position is $80,726 - $121,087 with an attractive range of benefits. For instructions on how to apply, please [**click here**](https://adkexecutivesearch.com/wp-content/uploads/2023/02/LIT-Manager-Facilities.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Posting closes April 9, 2023.**