



Job Title: Parking Lot Manager
Reports to: Deputy Director of Airport Operations
FLSA Status: Non-Exempt
Pay Level: \$25-27 hourly, DOE

JOB SUMMARY

The Airport Parking Operations Manager is responsible for the day-to-day management of the parking operations at Friedman Memorial Airport (SUN). This includes parking lot operational functions (i.e. snow and trash removal), customer service, directing and supervising ground transportation, and direct supervision of Parking Lot Ambassadors.

MISSION

Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provides front-line management of Airport parking lot operational functions including all ground transportation on airport property
- Ensures airport customers and ground transportation comply with TSA and SUN Airport Board regulations and park in appropriate/approved locations
- Provides excellent customer service in parking lot interactions including providing accurate directions and information about the airport and/or nearby locations.
- Represents SUN Airport Board and management professionally when interacting with customers, vendors, and general public
- Supervises work, schedules, and performance of all Parking Lot Ambassadors
- Maintains parking lot conditions during the winter including snow removal
- Assists customers regarding rules and regulations, airport functions, and emergency situations
- Follows and communicates operating procedures accurately
- Coordinates with Deputy Director of Finance and Deputy Director of Operations for operational and safety oversight and access permits
- Supervises Parking Lot Ambassador scheduling, approval of hours for payroll, and other HR or administrative-related duties
- Responds to all vehicle accidents, emergency and medical incidents by communicating with first responders, victims, and witnesses
- Documents all “incidents” according to policy accurately, detailed, and concisely
- Must be punctual when arriving to work
- Must be able to manage time wisely and is self-motivated to the task at hand even when distractions and interruptions occur
- Must be safety driven for yourself as well as your team members
- Must have the appropriate required licenses and skills to operate large equipment in unfavorable conditions
- Must communicate professionally and in a positive manner at all times

Miscellaneous

- Fosters commitment, team spirit, pride, and trust
- Skilled in personal accountability to yourself, staff, management, and to the community

- Conducts yourself in a professional and ethical manner publicly and personally
- Understands public and confidentiality policies of Friedman Memorial Airport
- Maintains regular and reliable attendance
- Performs other work-related duties as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Act to resolve problems and provide solutions
- Knowledge of principles and practices of Friedman Airport Security Procedures
- Knowledge of principles and practices of various agencies including city, county, state, and federal agencies such as TSA and FAA
- Knowledge of Microsoft Office programs including Excel, Word, PowerPoint, Outlook, and Teams
- Skilled in prioritizing multiple tasks and managing projects with absolute deadlines
- Advanced critical thinking and problem-solving skills with a demonstrated ability for attention to detail
- Establish and maintain effective working relations with co-workers and clients
- Perform essential duties effectively and accurately
- Work independently or as part of a team
- Demonstrates excellent interpersonal skills
- Available after normal business hours to work
- Must have a valid Idaho Driver's License
- Completion of a TSA 10-year employment background investigation
- Transportation Security Administration (TSA) background check (SIDA)
- Successfully pass Friedman Memorial Airport background investigation that includes reference checks and criminal history checks

JOB REQUIREMENTS

Education and Work Experience:

- High School diploma **AND** one (1) year of demonstrated experience
- A minimum of one (1) year of experience performing in an Airport environment
- A minimum of one (1) year in a supervisory role
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

Language Skills:

- Effectively communicate in the written and spoken English language
- Able to communicate directions
- Read, analyze, and interpret communications from numerous departments as well as local and federal agencies
- Clearly and effectively articulate ideas and thoughts (verbally and in writing); actively listen; and facilitate public meetings
- Able to follow written and verbal instructions, policies and procedures with accuracy and attention to detail

Mathematical Skills:

- Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to understand and resolve practical situations

Reasoning Ability:

- Ability to solve complex problems and deal with a variety of situational variables and scenarios within the limited scope of airport operations
- Prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided

Physical Abilities:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- This position may require the employee to regularly stand, walk, sit, and drive
- This position will require the use of hands to finger, handle, or feel, reach with hands and arms, speak, and hear
- The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must be able to lift and/or carry up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Working Environment:

- The work environment will include inside conditions, outdoor weather conditions, extreme temperature, in wet and humid conditions, and may include exposure to areas of dust, odors, mist, gases or other airborne matter
- Work includes protected exposure to chemicals
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- **The position works varying shifts in 24/7 operations**, including holidays and weekends.

DRUG FREE WORKPLACE

In accordance with the Friedman Memorial Airport’s Drug Free Workplace Regulation, this position is designated as a safety sensitive position and is subject to testing requirement including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

EQUAL OPPORTUNITY EMPLOYER

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Employee may be asked to perform other duties as required or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Employees Signature	Date
Supervisor’s Signature	Date