

Civil Division: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Officials /Administrators  
Revised : 11/14/12

## **DEPUTY COMMISSIONER OF AVIATION**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Oneida County Griffiss International Airport. The incumbent is responsible for the management and supervision of County resources, to ensure the safe and efficient operation of all airfields operated and maintained by Oneida County. The Deputy Commissioner of Aviation performs landlord functions for County owned facilities located on, near or adjacent to, the airfield or airfields and serves as advisor to the Commissioner of Aviation and acts for the Commissioner of Aviation in his/her absence. The position requires special knowledge and experience in airport management with the proven ability to provide oversight to facility infrastructure, water/sewage systems, and construction/contract management. The work is performed, as prescribed by the Oneida County Charter and Administrative Code. Airport management responsibilities apply on a twenty-four (24) hour per day, seven (7) day per week basis. Administrative direction is received from the Commissioner of Aviation. Supervision is exercised over all Airport personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops and implements maintenance and repair programs for airfield, vehicles, streets, buildings, and water and sewer systems;  
Performs landlord functions for buildings on the airfield;  
Develops and implements snow removal, weed control and grass cutting programs;  
Has overall responsibility for Airport Capital projects;  
Manages, implements, and directs airport safety program;  
Coordinates with current and future Air Carriers, commuter airlines, Charters, concessionaires, fixed base operator, and general aviation on airport operations;  
Manages provisional aircraft rescue and firefighting (ARFF) organization and coordinates with off-airport EMT and firefighting departments on mutual-aid program;  
Develops and maintains Airport Certification Manual emergency plan and security program manuals;  
Confers with Federal Aviation Administration and New York State Department of Transportation to ensure compliance with State and Federal Aviation Regulations, and for use of Airport Improvement Program funds;  
Oversee aircraft emergency operations, anti-hijack, bomb threat, nuclear and hazardous material and crowd control incidents;  
Manages, implements, and directs airport security;  
Supervises purchasing and accounting systems;  
Develops and manages departmental budget;  
Acts as County agent for lease agreements with airport tenants;  
Serves as liaison with airport industrial tenants regarding support requirements;  
Acts for the Commissioner of Aviation in his/her absence.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of airport flight operations and airfield maintenance; good knowledge of Public Works operations; good knowledge of Federal and State transportation agencies; good knowledge in the administration of Federal and State grants; working knowledge of government operations; working knowledge of accounting principles and practices; ability to prepare and supervise an effective and efficient budget; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to express oneself clearly and concisely, both orally and in writing; initiative and resourcefulness in handling general problems; good judgment.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of administrative experience, and other such qualifications, as the Commissioner of Aviation may determine appropriate.

Change in title from "Deputy Commissioner of Public Works (Aviation): 11/14/12  
Adopted: 07/09/97  
Revised: 12/18/03, 11/14/12