



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

AIRPORT MANAGER *Department of Public Facilities*

The Bridgeport-Sikorsky Memorial Airport is the City of Bridgeport's Municipal Airport providing non-commercial flight aviation services. Department objectives include the maximization of the economic and public service value to the city and the region; striving to provide a safe and secure facility for general, corporate, and public aviation.



For more information visit: <https://www.bridgeportct.gov/government/departments/airport-services>

Salary and Benefits: \$101,894.00 - \$114,464.00 annually. Starting salary shall be commensurate with experience and qualification as determined by the City. This position is affiliated with the Bridgeport City Supervisors Association (BCSA) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract"). These benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) (www.osc.ct.gov/rbsd/cmers/muniretire.htm), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at www.socialsecurity.gov.

To Apply: Please email a cover letter, resume, and supplied application to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

This position will require a pre-employment medical examination and drug testing.

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Supervisory, technical, and administrative work of more than ordinary difficulty, responsibility, and complexity in the management of the municipal airport, including planning and direction of maintenance activities; staff management and partnership development. This position is subject to and shall abide by, all pertinent state and federal statutes and regulations, as well as the City Charter and Code of Ordinances and all official City and municipal policies, procedures, rules, and regulations.

Provides the department with data-driven assignments and specific projects of a technical nature. The position will work closely with various departments, internal staff members, and ensure assignments are completed within a timely manner. The prospective hire will continue to build upon the working relationships of City employees, departments, and external agencies and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Full span of control of all administrative and operational functions of the municipal airport.
- Assures compliance with federal, state, and municipal laws, ordinances, and regulations.
- Recommends changes in procedures and policy when necessary to keep service in pace with the aviation industry.
- Promotes the acquisition of new business and extended use of facilities.
- Handles negotiations for new contracts; supervises collection of revenues, requisitioning of supplies and equipment, and other business management phases of airport operations.
- Promotes cooperation of governmental agencies in securing improvements in airport facilities.
- Coordinates matters relative to air traffic control with control tower chief or offices of the Civil Aeronautics Authority.
- Supervises a force of five to ten maintenance, custodial, and other employees.

MINIMUM EDUCATIONAL REQUIREMENTS:

- College graduation with major work in business or public administration, aeronautical, civil engineering, or related field.
- Extensive association with aviation or airport activities with relation to operation, maintenance, or administrative supervision.
- Any equivalent combination of education and experience at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of federal rules and regulations and of principles and methods of business management relative to airport operation.
- Aptitude for promotional and public relations work and ability to establish working relationships with business executive, governmental officials, and the public.
- Strong management skills in the areas of organization, planning, administration, communication, and budgeting.
- Must be proficient in a variety of computer software applications: Microsoft Word, Excel, and other Office applications as necessary.
- Excellent verbal and written communication skills.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Ability to prepare and present oral and written reports.

- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, agency partners as well as the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, and vibration.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

Explore Bridgeport: <https://youtu.be/RUzkNS3ta4g>

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CONNETICUT 06604
TELEPHONE: (203) 576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS				
<p>For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
Signature	Date

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.