

# Missouri Department of Transportation

Code: R04021

Title: Aviation Operations Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

Effective Date 04-01-2006

Replaces  
(Effective Date) 01-01-2005

**General Summary** The aviation operations manager conducts or supervises aviation related studies and system plans; plans and develops the aviation work program; supervises airport inspection, land acquisition, environmental review, and airspace analysis activities. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Bachelor's Degree: Airport or Transportation Planning, Aviation Management, Civil Engineering, Public Administration, or related field  
Six years of experience in airport planning, airport management, engineering, or transportation planning.

**Supervisory Responsibilities** Full Supervision

**Location** Central Office - Multimodal Operations

**Special Working Conditions/Job Characteristics**

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## Examples of Work

- (1) Establishes new instrument approach procedures for Missouri's public use aviation airports.
- (2) Supervises the state airport inspection program and staff assigned to that program.
- (3) Coordinates and supervises master plans, system plans, environmental documentation and land acquisition for the state aviation program.
- (4) Coordinates and supervises obstruction analysis for areas surrounding airport.
- (5) May represent the department on technical committees.
- (6) May pilot and maintain department aircraft and transport personnel and equipment to project meetings, inspections, and field reviews.
- (7) Reviews design and/or construction plans and specifications to ensure they conform to planning documents.
- (8) Develops the aviation work program.
- (9) Responsible for administering federal funds for various planning functions; prepares, executes and monitors planning agreements; approves invoices for payment.

- (10) Confers with federal, state, local officials, and the general public regarding matters of public airport improvements or expansion.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (12) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**