

City of Meriden, Connecticut

Department of Human Resources



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Director of Human Resources

CITY HALL

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VACANCY ANNOUNCEMENT

- VACANCY:** Assistant Airport Manager
Full Time – 40 Hour Work Week
- NATURE OF WORK:** IMPORTANT – Please read the complete attached job description.
- QUALIFICATIONS:** Bachelor's degree from a recognized college or university or certification as a pilot. Three (3) years of progressively responsible experience in the aviation industry. Flexed weekends including some holidays based on airport needs.
- SALARY:** \$29.26 per hour
- HOW TO APPLY:** Apply online at <https://tinyurl.com/meridencareers> or email your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday-Friday 8:00 A.M. to 5:00 P.M.
- LAST DATE TO APPLY:** Open until filled.

E.O.E.

Assistant Airport Manager

General Description

This is a responsible position assisting in the daily operations of Meriden Markham Airport. It includes supervising part time staff, interacting with tenants, visiting pilots, aviation commissioners and the Federal Aviation Administration.

Responsibilities include making sure the airport is a safe and compliant place for pilots and that all equipment, including runway lights, PAPI and the beacon are in good working order. It requires familiarity with FAA-Federal Aviation Administration rules and regulations, knowing when to file NOTAM's – Notice to Air Men and procedures during incidents, accidents and occurrences.

Ensuring that all airport facilities are clean and in good working order.

Responsible for ensuring accurate records are kept such as leases, insurance and any CAA and FAA requirements.

Works closely with Airport Engineers, CAA and FAA on FAA Grants.

Oversees required maintenance and repair of grounds and buildings.

Responsible for ensuring accurate records are kept such as leases and insurance.

Oversees airport revenue, including rent from tenants and businesses on the field.

Assures that the airport expenditures are within budget.

Supervision Received

Works under the direction of the Airport Manager.

Examples of Duties

Assures all taxiways, ramps and runways are clear of "FOD" foreign objects and debris at all time.

Interacts with airport user groups including FAA, EAA-Experimental Aircraft Association, EAA-youth activities, EAA-Young Eagles rallies, CAP-Civil Air Patrol, all on-field Flying Clubs, on-site FBO Flight School, on-site FBO Maintenance Shop, pilots, general public, aviation commission and fly-in commission.

Active role in running all airport events.

Ensures that airport equipment, including ASOS, REIL, Beacon, and PAPI are in good working order and reporting to AOCC-National Airport Operations Control Center.

Assistant Airport Manager – 2025(continued)

Examples of Duties

Assists in preparation of reports and financials for and attends monthly Aviation Commission meetings.

Assists in setting price, and monitors usage of fuel at the airport.

Communicates with pilots on Unicom, reports airport advisories.

Keeps records pertaining to insurance, rental agreements and fuel.

Housekeeping of terminal building.

Performs related work as required.

Knowledge, Skills and Abilities

Knowledge of FAA rules and regulations.

Ability to establish and maintain good working relationships with the Aviation Community, especially the FAA.

Ability to administer policies and procedures including knowledge of aircraft ground handling, flight marshalling and FAA rules and regulations.

Proficient in Outlook, Word, Excel, Power Point and other computer systems.

Ability to learn a fuel computerized inventory system and understand fuel needs and usage at airport.

Thorough knowledge of FAA approved Unicom communications.

Familiarity with Federal grants.

Qualifications

A Bachelor's degree from a recognized college or university or certification as a pilot, plus three (3) years of progressively responsible experience in the aviation industry.

This position is a 40 hour schedule flexed Sunday-Saturday including some holidays based on airport needs. Schedule is set in advance with occasional changes due to staffing needs.