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Equal Opportunity Employer

Send Resumes and Cover Letters to:

Michele Clark (mclark2@springsgov.com) no later than

11:59 PM on Friday, May 13, 2016.

Colorado Springs Airport Airport Management Internship Syllabus

Program Description

Interns are assigned to work under the supervision of the Airport Aviation Director's Office. They are assigned a variety of projects involving airport operations/security, administrative issues, finance and budgeting, planning and construction, property management, and maintenance. Additionally, interns are afforded training opportunities in airfield safety and inspection, emergency response, snow removal and other airport-related disciplines. Interns are also funded to attend one AAAE or industry-sponsored training seminar/symposium, the subject at the discretion of the Airport Aviation Director.

Interns are provided with a workspace, a computer and the equipment and supplies essential to the performance of the job. They are considered part of the staff and expected to perform at a level commensurate with their abilities. Weekends and variable shifts may be part of the program.

Pay, Benefits, Duration

The program lasts 1,500 Hours for which each intern receives bi-weekly pay of up to \$960 working 32 Hour work weeks for 47 weeks or \$865 working 29 Hour work weeks for 52 weeks or any combination thereof without exceeding the restriction of a maximum of 1500 hours total in the fiscal year. The interns will be allowed two weeks of unpaid vacation. Interns are not eligible for City benefits including but not limited to: paid sick leave, paid holidays, court leave with pay, military leave with pay, group life insurance, medical insurance, dental insurance, long-term disability insurance, retirement program and employee assistance program.

Syllabus

The Colorado Springs Airport Management Intern program is designed to introduce future airport managers to the many facets of managing and operating a Commercial Service Airport. During the course of the internship, participants should expect to spend time working with various departments within the Airport. Participants will be exposed to and gain experience in the following aspects of airport management throughout their time as an intern:

MAINTENANCE

- Work order issuance
- Work order reporting in accordance with the FAA
- Business systems implementation and administration
- Scheduling/coordinating maintenance activities
- Pavement management/repair program
- Snow removal procedures/techniques
- Asset inventory and working inventory management

Vehicle and facility maintenance planning programs
Baggage systems
Jetway systems
Flight information data systems

AIRPORT OPERATIONS

Emergency response
Rules/Regulations/Standards enforcement
Airfield safety inspections
Radio use/procedures
NOTAMS
Tenant relations
Coordination of snow removal/surface assessment
Federal Aviation Regulations
Advisory Circulars
Construction

FINANCE/ADMINISTRATION

AIP program/grant assurances
Passenger Facility Charges
Customer Facility Charges
Budgeting/purchasing
Standard Operating Procedures and Practices
Rates and Charges fee schedules
Special projects
Capital Improvement Plan

PLANNING AND CONSTRUCTION

Airport design criteria/standards/definitions
Reading and interpreting drawing/blueprints
Lease provisions and administration
Construction scheduling/planning
Security Construction
Stormwater management plan
Environmental issues

Job Description

The intern position is a one-year on-the-job training program in airport management. This position will directly aid and assist airport management in the coordination, control, operation, maintenance and use of the airport, in accordance with policies and standards determined by the governing body.

Summary Description of Duties

- 1) Assists with the planning and day to day functions of all airport maintenance and operations and related public services for which the airport has responsibility.
- 2) Aids in the planning and administration of construction projects and contractual agreements for services on or within airport facilities and grounds.
- 3) Under direction of the Aviation Director, assists in building liaison and working relationships with the FAA, federal, state or local governmental agencies with which the airport has regular contact.

- 4) Aids in the preparation and submission of the annual airport budget.
- 5) Assists with a variety of financial and statistical reporting.
- 6) Assists with safety and security inspections including runway and taxiway surface conditions and lighting in order to assure standards for continued airport operations are met.
- 7) Helps receive and respond to concerns of traveling public on matters relating to parking, traffic congestion, ground transportation, terminal conditions, etc.
- 8) Assists with preparation of leases and a variety of tenant contractual agreements.
- 9) Aids in the initiation and preparation of budget proposals for capital expenditures or other items that may affect the capital expenditure program of the airport.
- 10) Aids airport staff in long-range planning program for the entire facility. Helps develop cost benefit analysis projections and preventative maintenance programs.
- 11) Assists with air service development and analysis.
- 12) Under supervision, performs semi-skilled and unskilled work in the maintenance and repair of runways, taxiways, buildings, hangars, lands and other airport facilities.
- 13) Other duties as assigned.

Licenses and certificates required: Possession of a valid driver's license.

Knowledge and ability:

Microsoft office software

Understanding of computer database applications

Ability to compose letters, memos, and reports in a professional manner

Ability to understand and generate mathematical computations

Ability to follow directions and complete assignments on time

Knowledge of office equipment

Desirable Qualifications: Working towards a bachelor's or graduate degree in aviation or a related discipline.

NOTE: Applicant must undergo and pass a fingerprint-based Criminal History Records Check as mandated by the Transportation Security Administration.