# Missouri Department of Transportation Job Description

**Job Title:** Aviation Operations Manager

**Title Code:** R04021

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 10-01-2025

**Replaces (Effective Date):** 12-16-2024

## 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, **AND** six years of experience in airport planning, airport management, engineering, or transportation planning, **OR**

- Ten years of experience in airport planning, airport management, engineering, or transportation planning.

## Special Working Conditions/Job Characteristics

## 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. Performs Supervisory responsibilities.