



# COLFAX COUNTY

## Job Posting

<b>JOB TITLE</b>	Airport Operations Manager
<b>Pay Status</b>	Exempt
<b>Reports to</b>	Colfax County Manager
<b>Salary</b>	\$12.00 - \$15.00/ HR
<b>Date Close</b>	February 20, 2018 @ 4pm

**POSITION SUMMARY:** Duties included, but are not limited to; Aircraft fueling, work in inclement weather, towing aircraft in and out of the hangar, processing payments, assisting customers, in person, by e-mail and by telephone, general maintenance (internal and external), operate equipment for snow removal, operate equipment fuel trucks, compliance with all County, State and Federal Laws and Regulations will be regulations will be required at all times.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Ability to communicate effectively in both oral and written in English.
- Knowledge of standard office procedures and practices.
- Ability to interact effectively and professionally with the public, supervisors and co-workers.
- Ability to work alone and set priorities.
- Must be able to pass drug screen and background check.
- Must be 18 years of age or older.

### **WORKING CONDITIONS:**

- All essential duties are performed indoors and outdoors.
- Worker often works alone both with and without directions from supervisor
- Essential and marginal functions may require physical condition necessary for fueling aircraft and possible adverse weather conditions year-round.

### **SCREENING AND COMPLIANCE:**

The offer of this Colfax County Position requires compliance with the following:

- Employee must successfully complete employment drug screen and background check.
- Employee must successfully complete physical exam.
- Employee must comply with the personnel ordinance and guidelines of the County.
- Employee must possess a valid New Mexico driver's license by employment date and retain a valid license while employed in this position.

**PLEASE SUBMIT RESUME TO COLFAX COUNTY HUMAN RESOURCES DEPT. IF YOU ARE INTERSTED IN APPLYING FOR THE POSITON, THIS DEADLINE FOR THIS POSITION WILL BE FEBRUARY 20, 2018 AT 4PM.**

**PO BOX 1498, RATON, NM 87740 OR EMAIL [mlkern@co.colfax.nm.us](mailto:mlkern@co.colfax.nm.us) OR VISIT OUR WEBSITE [www.co.colfax.nm.us](http://www.co.colfax.nm.us)**

**COLFAX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**