POSITION VACANCY ANNOUNCEMENT

Position: Airport Superintendent (FT)
Starting Salary: $30.00/hour
Posting Date: October 16, 2026

Department: Airport
FLSA Status: Exempt
Closing Date: November 6, 2026

Job Summary:

This position is responsible for operating a safe, efficient airport. The airport manager directs, coordinates, and reviews maintenance of the airfield, buildings, community relations, personnel, and financial matters of the airport and ensures compliance with all federal, state, and local regulations.

Major Duties:

- Provides day-to-day operational and technical oversight of the County Airport and ensures airport facilities, grounds, equipment, and operational areas are maintained in a safe, clean, serviceable, and professional manner.
- Supervises, schedules, assigns, and reviews the work of airport employees and temporary personnel as assigned; provides instruction, evaluates training needs, monitors employee performance, and promotes safe and effective work practices.
- Coordinates the daily operation, maintenance, and upkeep of airport facilities, runways, taxiways, aprons, grounds, lighting systems, signage, fencing, drainage, and other airport infrastructure.
- Conducts routine inspections of airport facilities, grounds, runways, taxiways, aprons, equipment, and other operational areas to identify maintenance, safety, security, or operational needs.
- Coordinates and monitors airport maintenance activities and ensures deficiencies are documented, addressed, and reported to the Public Works Director as appropriate.
- Ensures airport operational activities are conducted in accordance with applicable Federal Aviation Administration (FAA), Georgia Department of Transportation (GDOT), County, and other applicable requirements.
- Maintains operational records and documentation necessary to support airport inspections, maintenance activities, safety programs, regulatory compliance, and airport operations.
- Coordinates with FAA, GDOT, airport consultants, contractors, tenants, transient pilots, vendors, and other aviation-related organizations regarding operational and technical matters.
- Serves as the primary point of contact for airport tenants, transient pilots, airport users, and members of the public regarding day-to-day airport operational matters.
- Monitors airport tenant and user activities and reports operational, maintenance, safety, lease, or other concerns to the Public Works Director or Senior Administrator as appropriate.
- Assists the Public Works Director and Senior Administrator with the implementation and administration of airport leases, agreements, contracts, permits, and other airport-related

documents by providing necessary operational and technical information.

- Assists with the development and implementation of airport Capital Improvement Plan projects by providing operational and technical information, identifying facility and infrastructure needs, and coordinating field activities associated with approved projects.
- Assists with airport construction, improvement, and maintenance projects by coordinating access, field activities, inspections, and operational requirements to minimize disruption to airport operations.
- Identifies airport equipment, vehicle, material, and supply needs and coordinates with the Public Works Director, Senior Administrator, and Fleet Maintenance Department regarding procurement, maintenance, and replacement.
- Monitors airport equipment and vehicles for serviceability and coordinates necessary repairs and maintenance with the Fleet Maintenance Department.
- Coordinates airport emergency response activities and assists with implementation of applicable emergency response, safety, and operational procedures.
- Maintains working knowledge of airport operational requirements, safety procedures, applicable FAA and GDOT requirements, and other regulations affecting day-to-day airport operations.
- Participates in airport inspections, audits, and regulatory reviews and assists in addressing findings and implementing corrective actions.
- Provides operational and technical information to the Public Works Director and Senior Administrator for budget development, capital planning, grant applications, reports, and other administrative requirements.
- Assists with maintaining positive relationships with airport tenants, pilots, County departments, regulatory agencies, local organizations, and the surrounding community.
- Promotes a safe, professional, and customer-focused airport environment and identifies opportunities to improve airport operations and services.
- Participates in airport events and public activities as assigned and provides operational support for events conducted at the airport.
- Performs other related duties as assigned by the Public Works Director.

Minimum Qualifications:

- Baccalaureate degree in a course of study related to the occupational field required; and
- More than five years of related experience required; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities to perform the work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department,

Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.