

**Position : Airport Operations Manager**

**Location : LGA Airport, NY**

**Summary:**

The Field Operations Manager, is responsible for the direct oversight of supervisors and front-line employees. Employee is further responsible for ensuring that productivity levels and customer service requirements are being met.

**Specific Duties / Essential Job Functions:** (Other duties may be assigned.)

- Monitor and maintain staffing levels with the assistance of the local Human Resources Department.
- Ensure that future schedules are complete (days off, vacations, etc.)
- Ensure all call-outs are covered.
- Manage daily schedules and accommodate increased/decreased client staffing requests.
- Manage employee lunches and breaks.
- Manage the No-Fault Attendance Policy
- Communicate with Client representatives on a frequent basis regarding operations.

Attend daily debriefing meetings with client

Maintain daily shift report

Maintain communication as needed with Union representatives

Maintain employee working files

Work closely with our Operational Coordinator/Assistant

- Maintain communication with other Shift Managers/Supervisors to maintain optimum staffing levels.
- Effectively coach, counsel, and discipline employees.
- Work with Safety Quality Manager to ensure the safety, security, and quality of the operation.
- Set positive, professional example for workforce.

- Ensure supervisor and front-line employee compliance with all safety, security, compliance and quality standards and procedures established by the Company, by our Clients, and by regulatory authority.
- Establish and maintain effective communication and working relationships with passengers, co-workers, shift coordinators, supervisors, managers, etc.
- Comply with all safety, security, compliance and quality standards and procedures established by the Company, Clients, and regulatory authorities.
- Miscellaneous duties as assigned

**Other:**

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The individual may be required to stand and walk for the majority of the work shift.
2. Individual may be required to lift 50 pounds or more for the majority of the work shift.
3. The work environment has a moderate noise level.

· Specific Job Knowledge, Skill, and Ability: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Language Skills:**

- Ability to communicate effectively in the English language. Ability to read and interpret documents such as safety rules, operating and procedure manuals, and handbooks.
- Ability to effectively present information, including in written form, and respond to questions from passengers, managers, clients, customers and the general public. Must also possess and utilize effective listening skills.

**Computer Skills:**

- Basic understanding of computer software programs, including Microsoft Office.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**General Company Requirements:**

- Employee must comply with the Company's management grooming standards and must wear his or her SIDA badge/Airport ID at all times.

- Employee must comply with and enforce all guidelines and policies set forth in our Employee Handbook. These policies include, but are not limited to, the Company's Zero Tolerance Discrimination and Harassment Policy, Retaliation Policy, Ethics Policy, and Security Policy.

**MINIMUM REQUIREMENTS**

Education:

College degree or equivalent work experience preferred.

**Skills / Experience:**

8 to 10 years of management experience preferred. Previous aviation industry experience preferred

Excellent communication and leadership skills

Budgeting, expense control and scheduling experience

Overall:

Must be 18 years of age or older.

The company may require that the successful candidate hired for this position be fully vaccinated for COVID-19, if and to the extent permitted by applicable law. The Company will make exceptions for medical, sincerely held religious belief, or other legally required exceptions.

Must meet all the requirements to receive required airport security badge and US Customs and Border Patrol clearance, including a successful completion of a background check and 10-year work history.

**Timings : 9 am-5pm ( schedule may change )**

**(Weekends and Holidays may be required)**

**Minimum : 40 hours/week.**

**Hourly Rate : \$25-\$28 ( Basing on experience )**

**(Weekends and Holidays may be required)**

#### ABOUT US :

Guardian is one of the fastest growing providers of airport facility services and solutions. Guardian provides essential services for airports and airlines and forward-looking performance solutions that improve the spaces and places that matter the most. A driving force for a cleaner, healthier, and more sustainable world.

Guardian is not a typical service company. We are a highly aggressive, tight knit, caring group of action-oriented individuals. We are growing due to our excellent reputation and high standards. We follow some of the best practice solutions and strive to provide highest quality and best travel experience to all our customers ..

By blending a wealth of experience and a commitment to always look at the industry from new perspectives. We pledge to provide superior customer service and top quality experience while maintaining the highest levels of safety in everything we do. Our employees continually strive for professional excellence with a strong work ethic and integrity.

Our Commitment to excellence ensures superior customer service, what's important to you is important to us, integrity , trust , quality , safety service , value .