New Mexico State Personnel Office
2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

SPACEPORT OPERATIONS MANAGER

Class Title	Class Code	Pay Band	Alt Pay Band*
Spaceport Operations Manager	X40495	80	85

In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.

Occupation Description
Manage the total facilities operations of Spaceport America by directing a skilled maintenance team and outside resources to ensure critical launch and recovery processes are maintained and the related safety protocols protecting employees, customers and the public are held to the highest standards.

Nature of Work
The Spaceport Operations Manager plans, organizes, assists and directs the work of a skilled labor and maintenance crew performing a variety of maintenance activities on Spaceport property including the operation, custodial care, maintenance, alteration and repair of airport buildings, airfields, launch facilities, equipment and complex one of a kind systems. Proper maintenance of some of the facilities is critical to employee, customer and public safety. Uses equipment for maintenance such as, but not limited to, electrical testers, airfield testing devices, ordinary and specialized hand and power tools, heavy equipment. Has general understanding of various trades involved in airport/spaceport facilities maintenance and LEED Gold maintenance related requirements.

Distinguishing Characteristics
The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Directs and manages Spaceport maintenance personnel engaged in maintenance operations as well as contractors, trades people and technicians.

- Oversees one-of-a-kind complex Spaceport systems, in accordance with various codes, State, Federal and Federal Aviation Administration (FAA) regulations as well as keeps facilities in a condition that meets the standards required in tenant service level agreements.

- Manages the monitoring, operations and reporting of a 1.3 million gallon campus-wide storage system and booster station that supplies domestic and emergency water requirements for Spaceport America.

- Manages, repair, monitor and report electrical usage for a 10 megawatt capacity, seven mile overhead electrical system on and off Spaceport America property.

- Manages, operates, and monitors on-site switch station which controls the underground distribution of three phase power across 970 acres initially powering five (5) primary launch facilities and its three (3) back-up generators.

- Manages, repairs and operates the waste water treatment plant which consists of a filtration system with a 25,000 gallon underground solids tank.

- Manages the maintenance activities for monitoring, repair work for safe operations of a two mile airfield. This requires routine foreign object debris (FOD) checks and runway sweeping using a specialized sweeper truck which verifies safe spaceflight/aircraft operations on the airway.

- Ensures FAA standards are adhered to regarding grading and cleaning out drainage ditch and culverts for safe fight operations.

- Oversees the monitoring, repair and maintenance work for safe space operations of a Vertical Launch Area to include two trailers and a 200' x 200' launch pad for a 185' rocket.

- Oversees the maintenance, repair and operations of a fuel storage facility with a 25,000 gallon Jet A tank, 250 gallon unleaded fuel and 500 gallon diesel fuel storage tank which requires testing deliveries, ordering on demand fuel deliveries and scheduling the dissemination of fuel to vehicles at Spaceport America.

- Manages the maintenance software, database and operating system to track, record and monitor the routine maintenance schedule for all the individual systems to ensure full operations of Spaceport America.

- Oversees the routine maintenance of 110,000 square feet of occupied terminal/hangar buildings and 14,000 square feet of Spaceport Operations Center.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Business or Engineering and five (5) years of experience in the maintenance of a large scale operation including buildings, grounds, custodial duties, plumbing, electrical and/or appliance repair utilizing a computerized maintenance management system (CMMS), familiarity with supervisory control and data acquisition (SCADA) systems, and experience in applying Federal Aviation Administration (FAA) policies and procedures for airfield maintenance regarding general buildings and grounds maintenance, custodial duties, construction, plumbing, electrical and/or appliance repairs.

Minimum Qualifications

Bachelor's Degree in Business or Engineering and two (2) years of experience in the maintenance of a large scale operation including buildings, grounds, custodial duties, plumbing, electrical and/or appliance repair utilizing a computerized maintenance management system (CMMS) and familiarity with supervisory control and data acquisition (SCADA) systems. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET^TM is a trademark of the U.S. Department of Labor, Employment and Training Administration.

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects

Statutory Requirements:

Conditions of Employment: Work is in a remote location. On call 24/7. Working Conditions for individual positions in this classification will vary based on each *agency's utilization*, *essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: This position is not covered by a collective bargaining agreement.

Established: 03/26/2014   **Revised: 08/17/2015 (min quals change)**

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.