

**RESOLUTION NO. 2026 – 114**

**TO ADOPT JOB DESCRIPTIONS FOR THE CITY OF CULLMAN**

THEREFORE, BE IT RESOLVED by the Cullman City Council that the job descriptions are hereby amended to include the following:

- a) Approve three (3) job descriptions for the Airport.

ADOPTED BY THE CITY COUNCIL, this the 22nd day of June, 2026.

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President of the City Council

ATTEST:

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City Clerk

APPROVED BY THE MAYOR, this the 22nd day of June, 2026.

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Mayor

### COUNCIL AGENDA REQUEST

Date: 06/15/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
- Public Comment
- Special Event
- Other
- Annexation
- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting approval for 3 job descriptions for Airport

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates  
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward  Rejected  Return to Requestor

Comments:

Signed by: Pam Leslie Date: June 16, 2026 | 7:54 AM CDT  
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward  Rejected  Return to Admin

Comments:

Signed by: Kim Hall Date: June 16, 2026 | 8:23 AM CDT  
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3. Council President

Approved for Council Agenda  Rejected  Return to Committee

Comments:

Signed by: Kim Hall Date: June 16, 2026 | 8:23 AM CDT  
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 06/22/2026

Comments:

Signed by: Wes Moore Date: 06/17/2026  
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## **City of Cullman Job Description**

**Position Title:** Airport Director

**Department:** Airport

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Mayor, with strategic input from the City Council and Airport Board

**Compensation:** Full-Time / Salaried

### **Description:**

The Airport Director is responsible for the overall administration, strategic planning, financial management, regulatory compliance, and operational oversight of the municipal airport. The Director provides leadership for airport development initiatives, capital improvement projects, community and stakeholder relations, and ensures compliance with all applicable federal, state, and local regulations. The Airport Director directly supervises the Airport Manager and provides policy direction and performance oversight for airport operations.

### **Detailed Work Activities:**

#### Leadership and Administration

- Provide executive leadership for all airport functions and activities.
- Develop and implement strategic plans, goals, and objectives for airport operations and growth.
- Establish policies, procedures, and standards to ensure efficient and safe airport operations.
- Supervise and evaluate the performance of the Airport Manager.
- Coordinate with municipal officials, airport boards, and regulatory agencies regarding airport matters.

#### Operational Oversight

- Oversee airport operations through the Airport Manager to ensure safe, efficient, and customer-focused services.
- Monitor compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), state aviation, and environmental regulations.

- Ensure the airport maintains required certifications, permits, and operational standards.
- Review operational reports, incident investigations, and safety programs.

#### Financial Management

- Develop, administer, and monitor the airport's annual operating and capital budgets.
- Identify and pursue federal, state, and local grant funding opportunities.
- Oversee airport revenue sources, including leases, fuel sales, hangar rentals, and other airport-related services.
- Authorize expenditures and ensure sound fiscal management practices.

#### Capital Improvement and Development

- Direct airport development and infrastructure improvement projects.
- Coordinate planning, design, construction, and maintenance activities.
- Work with engineers, consultants, contractors, and regulatory agencies on capital projects.
- Develop and maintain the Airport Capital Improvement Program (ACIP).

#### **Grant Administration and Funding**

- Identify, pursue, and secure federal, state, and local grant funding opportunities to support airport operations, maintenance, and capital improvement projects.
- Serve as the airport's primary liaison with the Federal Aviation Administration, state aviation agencies, and other funding organizations regarding grant programs and compliance requirements.
- Develop and maintain the Airport Capital Improvement Program (ACIP) and other planning documents necessary to support grant eligibility and funding requests.
- Prepare, review, and submit grant applications, funding requests, reimbursement requests, and supporting documentation.
- Ensure compliance with all grant assurances, reporting requirements, procurement standards, and funding regulations.
- Coordinate with engineers, consultants, contractors, and governmental agencies to ensure grant-funded projects are completed on schedule and within budget.
- Monitor grant expenditures, maintain financial records, and oversee audits related to grant-funded activities.

- Develop long-range funding strategies to maximize available federal, state, and local resources for airport development and infrastructure improvements.
- Present grant opportunities, project funding recommendations, and project status reports to airport boards, municipal leadership, and other stakeholders.
- Maintain positive working relationships with aviation funding agencies and advocate for airport funding priorities at the local, state, and federal levels.

### **Regulatory Compliance and Safety**

- Ensure compliance with FAA grant assurances, airport standards, environmental regulations, and applicable laws.
- Promote a strong safety culture and oversee implementation of airport safety management programs.
- Coordinate emergency preparedness planning and response activities.
- Serve as the airport representative during audits, inspections, and regulatory reviews.

### **Community and Stakeholder Relations**

- Serve as the primary public representative for the airport.
- Foster positive relationships with airport tenants, pilots, businesses, governmental agencies, and the community.
- Represent the airport at public meetings, industry conferences, and aviation organizations.
- Address public inquiries, complaints, and concerns related to airport operations.
- Attends City Council meetings and work sessions as requested
- Submits monthly reports to the City Council Chair

### **Personnel Management**

- Provide leadership and guidance to the Airport Manager and other airport personnel.
- Participate in hiring, training, performance management, and disciplinary actions.
- Promote employee development and succession planning.
- Ensure compliance with municipal personnel policies and labor regulations.

**Qualifications:**

- Bachelor's degree in Aviation Management, Business Administration, Public Administration, Engineering, or related field.

**Experience:**

- Five to ten years of progressively responsible experience in airport management, aviation administration, public administration, or a related field.
- Prior supervisory and budget management experience required.
- Experience working with FAA regulations, airport grants, and capital improvement projects preferred.

**Knowledge, Skills, Abilities:**

- Thorough knowledge of airport operations, administration, and management principles.
- Knowledge of applicable federal, state, and local laws, regulations, and policies governing airport operations.
- Knowledge of Federal Aviation Administration regulations, advisory circulars, grant assurances, and airport compliance requirements.
- Knowledge of airport capital improvement planning, infrastructure development, and project management practices.
- Knowledge of federal and state aviation grant programs, including grant application, administration, reimbursement, reporting, and closeout procedures.
- Knowledge of governmental budgeting, financial management, procurement, and contract administration.
- Knowledge of airport safety programs, emergency response procedures, and risk management principles.
- Knowledge of public administration principles and municipal government operations.

**Skills**

- Strong leadership and organizational skills with the ability to manage multiple projects and priorities.
- Skill in strategic planning, policy development, and program administration.
- Skill in budget preparation, financial analysis, and fiscal oversight.
- Skill in grant writing, grant administration, and funding acquisition.

- Skill in negotiating contracts, leases, and intergovernmental agreements.
- Skill in project management, including planning, scheduling, monitoring, and reporting.
- Excellent written and verbal communication skills, including public presentations and report preparation.
- Skill in establishing and maintaining effective working relationships with regulatory agencies, elected officials, airport tenants, consultants, contractors, and the public.
- Proficiency in computer applications including Microsoft Office and airport management software systems.

### **Abilities**

- Ability to develop and implement long-range strategic plans and airport development initiatives.
- Ability to identify funding opportunities and successfully secure grant funding for airport projects and programs.
- Ability to interpret and apply complex regulations, policies, and technical guidance documents.
- Ability to oversee and ensure compliance with grant requirements, grant assurances, and funding agreements.
- Ability to analyze operational, financial, and technical information and make sound decisions.
- Ability to prepare and administer operating and capital budgets.
- Ability to direct major capital improvement projects from planning through completion.
- Ability to supervise, motivate, and evaluate subordinate staff, including the Airport Manager.
- Ability to effectively represent the airport before governing bodies, regulatory agencies, community organizations, and the public.
- Ability to respond effectively to emergencies, operational disruptions, and sensitive public issues.
- Ability to establish and maintain collaborative relationships with federal, state, and local agencies to advance airport funding and development objectives.
- Ability to communicate complex aviation, financial, and regulatory matters in a clear and understandable manner.

**Licenses and Certifications**

- Valid driver's license.
- Accredited Airport Executive (AAE) or Certified Member (CM) designation preferred.
- Ability to obtain required airport security clearances.

**Working Conditions**

- Work is performed in both office and airport environments.
- Position may require occasional evening, weekend, and emergency response duties.
- May involve exposure to aircraft operations, varying weather conditions, and construction environments

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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Witness

\_\_\_\_\_  
Date



## **City of Cullman Job Description**

**Position Title:** Airport Lineman

**Department:** Airport

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Airport Manager

**Compensation:** Full-Time / Hourly

### **Description:**

Cullman Regional Airport is a general aviation facility serving private pilots, corporate aviation, and cargo operations. Employees in this position play a critical role in ensuring the safety, efficiency, and professionalism of airport services.

The Airport Line Service Technician (Lineman) performs skilled operational, customer service, and maintenance duties in support of airport operations at Cullman Regional Airport. This position is responsible for the safe handling, fueling, parking, and movement of aircraft, operation of aviation ground support equipment, maintenance of airport facilities and grounds, and providing exceptional customer service to pilots, passengers, and tenants.

### **Safety Statement**

Safety is the primary responsibility of every employee. This position requires strict adherence to all airport, FAA, OSHA, and departmental safety regulations and procedures. Employees are expected to exercise sound judgment and maintain constant awareness of their surroundings to ensure the safety of passengers, crew members, coworkers, and airport facilities.

### **Detailed Work Activities:**

- Safely marshal arriving and departing aircraft.
- Assist pilots with aircraft parking, securing, towing, and repositioning.
- Perform aircraft fueling operations in accordance with FAA regulations, industry standards, and airport procedures.
- Operate fuel trucks and maintain fuel farm facilities, equipment, and records.
- Accurately complete fuel tickets, inventory records, inspections, and related documentation.
- Operate airport ground support equipment, including tugs, fuel trucks, mowers, and utility vehicles.

- Load and unload baggage, cargo, and supplies as needed.
- Conduct routine inspections of airport facilities and report safety concerns.
- Perform general airport maintenance, including groundskeeping, cleaning, and minor repairs.
- Assist with snow, storm, or emergency response activities as required.
- Provide courteous and professional customer service to airport users, tenants, vendors, and visitors.
- Maintain compliance with airport safety, security, environmental, and operational procedures.
- Assist in training and supervising assigned personnel when directed by management.
- Perform other duties as assigned.

**Qualifications:**

**Education:**

- High school diploma or GED required
- Previous experience in airport operations, aviation services, equipment operation, fueling operations, or a related field preferred.
- Equivalent combinations of education, training, and experience may be considered.

**Knowledge, Skills, Abilities:**

**Aviation and Operational Knowledge**

- Basic knowledge of airport operations and aviation safety procedures.
- Knowledge of fueling practices and fuel handling safety standards.
- Understanding of occupational hazards and safe equipment operating procedures.
- Ability to safely operate aviation ground support equipment and vehicles.

**Communication and Customer Service**

- Strong verbal and written communication skills.
- Ability to communicate effectively with pilots, passengers, tenants, vendors, and coworkers.
- Commitment to providing excellent customer service in a professional manner.

**Teamwork and Interpersonal Skills**

- Ability to work effectively as part of a team.

- Ability to establish and maintain positive working relationships with employees, customers, and the public.
- Willingness to assist coworkers and support airport operations as needed.

### **Organization and Problem Solving**

- Ability to prioritize tasks and manage multiple responsibilities in a fast-paced environment.
- Ability to identify operational issues and take appropriate corrective action.
- Ability to follow oral and written instructions with minimal supervision.

### **Technical Skills**

- Basic computer proficiency, including data entry and use of standard office software.
- Mechanical aptitude and troubleshooting skills are desirable.
- Ability to maintain accurate records and documentation.

### **Physical Requirements**

The physical demands described here are representative of those required to successfully perform the essential functions of this position.

- Ability to safely maneuver and position various types and sizes of aircraft.
- Ability to lift, carry, push, and pull heavy objects as required.
- Ability to bend, stoop, kneel, climb, and perform repetitive physical tasks.
- Ability to work outdoors for extended periods in varying weather conditions, including heat, cold, rain, wind, and humidity.
- Ability to walk and work on wet, uneven, or slippery surfaces.
- Sufficient vision and hearing to safely perform operational duties and operate equipment.
- Must successfully pass a pre-employment physical examination and drug screening.

### **Working Conditions**

This position requires working outdoors in all weather conditions and around moving aircraft, vehicles, machinery, and aviation fuels. Employees must remain alert and safety-conscious at all times.

Work schedules may include nights, weekends, holidays, overtime, and rotating shifts as operational needs require.

**Additional Requirements**

- Must possess and maintain a valid Alabama driver's license.
- Commercial Driver's License (CDL) may be required based on departmental needs.
- Position is safety sensitive and is subject to pre-employment, post-accident, reasonable suspicion, and random drug testing.
- Must be able to obtain and maintain any required airport security credentials.
- Basic math, reading, and recordkeeping skills are required.
- Employees must maintain a professional appearance in accordance with airport and City personnel policies.

**EMPLOYEE ACKNOWLEDGMENT**

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

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Applicant Signature

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Date

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Witness

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Date



## **City of Cullman Job Description**

**Position Title:** Airport Manager

**Department:** Airport

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

**Reports to:** Airport Director

**Compensation:** Full-Time / Salaried

### **Description:**

Cullman Regional Airport is a general aviation facility serving private pilots, corporate aviation, and cargo operations. Employees in this position play a critical role in ensuring the safety, efficiency, and professionalism of airport services.

The Airport Manager is responsible for overseeing the daily operations, maintenance, safety, and customer service functions of the municipal airport. Under the direction of the Airport Director, this position manages airport personnel, coordinates operational activities, ensures compliance with established regulations and procedures, and maintains airport facilities, grounds, equipment, and fuel operations.

The Airport Manager serves as the on-site operational leader and is responsible for ensuring the airport operates safely, efficiently, and professionally while supporting general aviation, corporate aviation, and other airport users.

### **Safety Statement**

Safety is the primary responsibility of every employee. This position requires strict adherence to all airport, FAA, OSHA, and departmental safety regulations and procedures. Employees are expected to exercise sound judgment and maintain constant awareness of their surroundings to ensure the safety of passengers, crew members, coworkers, and airport facilities.

### **Detailed Work Activities:**

#### **Airport Operations**

- Direct and coordinate daily airport operations to ensure safe and efficient service.
- Conduct routine inspections of airfield facilities, hangars, fuel systems, grounds, and equipment.

- Monitor airport activities to ensure compliance with airport rules, regulations, and operating procedures.
- Respond to operational issues, emergencies, weather events, and after-hours situations as required.
- Coordinate operational support for special events, visiting aircraft, and airport activities.
- Assist the Airport Director in implementing airport policies and operational initiatives.

### **Personnel Supervision**

- Supervise, schedule, train, and evaluate line service personnel, maintenance staff, and other assigned employees.
- Assign work duties and monitor employee performance.
- Ensure employees follow safety procedures, airport regulations, and customer service standards.
- Provide recommendations to the Airport Director regarding staffing needs, employee development, and performance matters.
- Assist with onboarding and training of new personnel.

### **Fuel Operations and Equipment Management**

- Oversee daily fuel operations and ensure compliance with all applicable safety and environmental requirements.
- Monitor fuel inventory levels and coordinate fuel deliveries.
- Ensure proper maintenance, inspection, and operation of fuel trucks, fuel farm systems, and ground support equipment.
- Maintain accurate operational records related to fuel sales, inspections, and inventory control.
- Ensure all fueling activities are conducted in accordance with industry best practices and airport procedures.

### **Facilities and Grounds Maintenance**

- Coordinate maintenance and upkeep of airport buildings, hangars, grounds, vehicles, and equipment.
- Schedule and monitor preventative maintenance activities.
- Identify facility deficiencies and report maintenance or capital improvement needs to the Airport Director.

- Ensure airport grounds are maintained in a safe and professional condition.
- Coordinate with contractors and vendors performing maintenance-related services.

### **Safety and Regulatory Compliance**

- Promote a culture of safety throughout airport operations.
- Conduct routine safety inspections and identify corrective actions.
- Ensure compliance with FAA regulations, airport operating procedures, environmental requirements, and applicable local policies.
- Maintain required operational records, inspection reports, and documentation.
- Assist with regulatory inspections and audits as directed by the Airport Director.
- Investigate operational incidents and prepare reports as required.

### **Customer Service and Tenant Relations**

- Serve as a primary point of contact for pilots, tenants, customers, and airport visitors regarding operational matters.
- Address customer concerns and operational issues in a professional and timely manner.
- Foster positive working relationships with airport tenants, aviation businesses, and community stakeholders.
- Promote a high standard of customer service among airport personnel.

### **Administrative Support**

- Prepare operational reports and maintain accurate departmental records.
- Monitor operational expenditures and provide recommendations regarding equipment, maintenance, and staffing needs.
- Assist the Airport Director with budget planning by identifying operational requirements and maintenance priorities.
- Provide operational support for airport improvement projects, grant-funded activities, and regulatory compliance initiatives.
- Maintain records related to fuel sales, equipment maintenance, inspections, and airport operations.

### **Other Duties**

- Perform line service duties and operational support activities when needed.

- Participate in emergency response activities and airport incident management.
- Perform other related duties as assigned by the Airport Director.

**Qualifications:**

**Education:**

- High School Diploma or GED required.
- Associate degree in Aviation Management, Business Administration, Public Administration, or a related field preferred.

**Experience:**

- Three (3) years of progressively responsible experience in airport operations, aviation services, facilities management, or a related field.
- Previous supervisory experience preferred.
- Experience with aircraft fueling operations, airport maintenance, or aviation customer service is highly desirable.

Equivalent combinations of education, training, and experience may be considered.

**Knowledge, Skills, Abilities:**

Aviation Operations

- Knowledge of airport operations, aircraft handling procedures, and aviation safety practices.
- Knowledge of fueling operations, fuel quality control, and environmental compliance requirements.
- Familiarity with FAA regulations and airport operating standards applicable to general aviation airports.

Leadership and Supervision

- Ability to effectively supervise and motivate employees.
- Ability to organize work assignments and manage multiple priorities.
- Ability to promote accountability, teamwork, and professionalism.

Communication and Customer Service

- Strong verbal and written communication skills.

- Ability to interact effectively with employees, tenants, pilots, contractors, and the public.
- Commitment to providing exceptional customer service.

#### Problem Solving and Decision Making

- Ability to identify operational issues and implement practical solutions.
- Ability to exercise sound judgment during emergency and non-routine situations.
- Ability to work independently within established policies and procedures.

#### Technical Skills

- Basic computer proficiency, including Microsoft Office and operational recordkeeping systems.
- Ability to maintain accurate records and prepare reports.
- Mechanical aptitude and equipment troubleshooting skills are desirable.

#### Physical Requirements

- Ability to inspect airport facilities, grounds, and operational areas.
- Ability to safely operate airport vehicles and equipment.
- Ability to lift, carry, push, and pull objects weighing up to 50 pounds.
- Ability to bend, stoop, climb, and work outdoors for extended periods.
- Ability to work in varying weather conditions, including heat, cold, rain, and wind.
- Sufficient vision and hearing to safely perform operational duties.

#### Working Conditions

Work is performed in both office and outdoor environments and includes exposure to moving aircraft, aviation fuels, machinery, and varying weather conditions.

The Airport Manager may be required to work evenings, weekends, holidays, and emergency call-outs as operational needs dictate.

#### Additional Requirements

- Must possess and maintain a valid Alabama driver's license.
- Commercial Driver's License (CDL) may be required based on operational needs.
- Must be able to obtain and maintain any required airport security credentials.

- Subject to pre-employment, post-accident, reasonable suspicion, and random drug testing in accordance with City policy.
- FAA pilot certification is desirable but not required.

**EMPLOYEE ACKNOWLEDGMENT**

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