



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**MAINTENANCE FACILITIES MANAGER
SCHLEMEYER FIELD**

The Ector County Airport is looking for a Maintenance Facilities Manager at Schlemeyer Field in Odessa, Texas. Schlemeyer Field is a mid-sized county airport providing first class corporate and general aviation travel. As an integral part of the aviation industry, we pride ourselves on maintaining top-tier facilities to ensure the safety, comfort, and efficiency of all users passing through our gates. We are seeking a skilled and experienced Airport Maintenance Facilities Manager to oversee the upkeep and functionality of our airport facilities. The successful candidate will be responsible for managing a team of maintenance staff, implementing preventative maintenance programs, coordinating repairs and renovations, and ensuring compliance with all safety regulations. Opportunities for professional development and advancement within the organization.

PRIMARY DUTIES: Supervise all aspects of airport facility maintenance, including buildings, runways, taxiways, parking lots, landscaping, and utilities. Lead and motivate a team of maintenance technicians, groundskeepers, and contractors to ensure high standards of performance and efficiency. Develop and manage the maintenance budget, including forecasting expenditures, tracking costs, and optimizing resources to achieve cost-effective solutions. Coordinate with external vendors and contractors for specialized maintenance services, ensuring adherence to contractual agreements and quality standards. Ensure compliance with all relevant safety regulations, codes, and standards, conducting regular inspections and implementing corrective actions as needed. Develop and implement emergency response plans for facility-related incidents, collaborating with relevant stakeholders to minimize disruptions and ensure passenger safety. Oversee facility renovation and construction projects from inception to completion, including planning, budgeting, scheduling, and quality control. Identify opportunities for process improvement and efficiency gains within the maintenance operations, implementing best practices and innovative solutions where applicable. Dynamic and collaborative work environment in a vibrant airport setting.

QUALIFICATIONS:

Bachelor's degree in Facility Management, Engineering, or related field preferred but not required. Proven experience in facility maintenance management, preferably within the aviation industry. Strong leadership and team management skills, with the ability to inspire and empower staff to achieve organizational goals. Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.

Solid understanding of regulatory requirements and safety standards relevant to airport facilities.
Proficiency in budget management, cost control, and financial analysis.
Project management experience, including planning, scheduling, and resource allocation.
Ability to work under pressure and handle multiple priorities in a fast-paced environment.

SALARY: \$30-\$32 p/h with excellent benefits. Monday thru Friday; 8:00 am-5:00 pm; and will include emergency responses 24/7.

DEADLINE: Until a sufficient amount of applications have been submitted for consideration. Interested candidates should submit an application, resume and cover letter outlining their qualifications and experience relevant to the position.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Submit resume, cover letter, and any relevant certifications or credentials. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.