

Airport duty manager

Airport duty managers coordinate airport-wide activity during their assigned duty period. This is different from managing a single airline station or one terminal department. The breadth of delegated responsibility varies by airport; the reviewed US example is an experienced management post, not an automatic next step after an introductory course.

What the role does

- Coordinate airport teams and stakeholder information during the duty period.
- Prioritise issues and arrange action within delegated authority.
- Maintain effective handovers and contribute to airport-wide operational continuity.

Where the work happens

Airport management and operational areas on a duty roster; the reviewed role includes overnight, weekend and holiday coverage.

Employer example

City and County of San Francisco / SFO • United States - California • Airport Duty Manager (0923) - SFO - (166058)

Vacancy status unconfirmed not an offer • Checked 2026-10-27 [E041-SFO]

Category	What this employer states
Essential in this source	Bachelor's degree and five years' specified professional airport/aviation experience; limited education substitution is allowed. California Class C driving licence, or ability to obtain it before employment.
Desirable in this source	Supervisory and emergency-coordination experience, strong communications and specified ICS course completion.
Other stated conditions	Rotating shifts; selection assessments and stated security, customs and pre-appointment checks.

Page published 31 August 2026; filing could close any time after 8 September. Current vacancy status is therefore unconfirmed.

PREPARE AND VERIFY

Separate requirements from preparation

United States: airport certificate-holder context: Part 139.303 requires sufficient qualified personnel and training for the covered duties. It does not prescribe a universal degree or create a personal "airport duty manager licence". The employer's entry criteria and actual delegated authority must be assessed separately. [O-FAA-PERSONNEL]

Still to verify: One verified specific employer example. Vacancy availability after the stated earliest closure date is unknown; local access and appointment decisions remain individual employer/authority matters.

Explore a realistic entry route

- Map the roles that feed into airport management at your chosen employer: operations, passenger service, facilities, safety or another relevant stream. Record the responsibility you would gain at each stage rather than assuming a title alone indicates seniority. Compare at least one specialist post with the management specification.

- Build evidence of coordinating people and information in work you are authorised to do. A useful example explains the competing priorities, what you personally decided, what required approval and how you followed through. Avoid presenting participation in a team as if you had final authority over it.
- Before choosing management training, identify the actual gap: technical airport knowledge, people leadership, analysis or incident coordination. Ask whether the employer supports relevant training and how local competence is assessed. A generic leadership certificate cannot replace airport-specific experience or permissions.

Build evidence of your skills

- Write a fictional duty handover for a community event, not a real airport: outstanding issues, named responsibility, confirmed information and next decision needed. Ask another learner whether they could identify who owns each action without guessing.
- Create a short reflection on a genuine team problem. Separate your decisions from those of the manager; describe a measurable result and what you would improve. Do not disclose confidential operational or staff information.

Prepare for an interview

Reflection prompts only, not questions claimed to be used by an employer.

- Preparation prompt: how have you handled competing priorities when several stakeholders wanted immediate action? Explain the evidence and authority you used, not an improvised airport incident response.
- Prepare questions about the position's boundaries, escalation arrangements, duty roster and supervision during induction. Clarify whether "duty manager" means airport-wide coordination or one contractor's local service management.

Investigate possible next roles

Explore broader airport operations leadership or a specialist management function after appropriate experience. Progression depends on competence, vacancies and the organisation's structure, not time served alone.

Sources and scope

[\[E041-SFO\] City and County of San Francisco / SFO Airport Duty Manager \(0923\) - SFO - \(166058\)](#)

Vacancy status unconfirmed not an offer. United States - California. Checked 2026-10-27.

[\[O-FAA-PERSONNEL\] FAA / Office of the Federal Register 14 CFR 139.303 - Personnel](#)

Personnel and relevant training duties of Part 139 airport certificate holders. eCFR displayed Title 14 current through 23 October 2026. This is not a complete airport-access, employment or local-authorisation review. Checked 2026-10-27.

Educational requirements guide, not operational instruction or an employment guarantee. Verify current requirements with the relevant authority and employer. Conditions belong to the named employer, post and jurisdiction. They are not worldwide eligibility rules; check the current advertisement and local authority before making training or application decisions. No job guarantee.