



JOB OPPORTUNITY ANNOUNCEMENT

TITLE: DIRECTOR, FUEL OPERATIONS
DEPARTMENT/DIVISION: Office of Economics/Legislative and Regulatory Policy
REPORTS TO: Managing Director, Fuel Optimization

POSITION SUMMARY

Transform the current "Industry Audits" department from a contract-compliance and fuel inventory accounting audit function to a more comprehensive fuel operations function, including an expanded audit portfolio. Expand the scope of the department to include review of fuel facility equipment and procedures as well as fuel quality controls to create consistency across all facilities and encompassing both consortium and non-consortium locations. Translate audit findings into improved fuel consortium management through collaboration with member airlines, fuel system operators and into-plane agents, and others as warranted. Coordinate with outside auditors conducting financial, operational, safety, environmental and other audits to close gaps and eliminate duplication of effort. Provide a variety of services to fuel committees and consortia to improve supply-chain reliability, including jet fuel storage, distribution and logistics.

DUTIES & RESPONSIBILITIES

- Promote and help implement safety, best practices and containment/reduction of costs in the airline industry jet fuel/supply chain.
- Facilitate and audit airport fuel maintenance and operations, "M&O" contract compliance and into-plane contract compliance as well as jet fuel inventory reconciliation at several U.S. fuel system locations. Disseminate audit reports on a timely basis to all key stakeholders and ensure that audit findings are satisfactorily addressed. Manage, revise and enhance all associated airport fueling checklists.
- Revise the current A4A audit process to address previously identified gaps. Enhance third-party audits including, but not limited to, cybersecurity, insurance risk management and fuel facility operators.
- Expand scope of current A4A audit function to include fuel facility and fuel quality programs.
- Manage the A4A Fuel Operations Team including planning and scheduling of audits and duties. Develop a risk-based audit timeline based on member airline needs and discussions. Review team travel procedures and expenses.
- Hold/attend regular industry roundtable discussions to implement best practices. Educate airport fuel consortia chairs/operators on their roles and responsibilities in the audit process. Educate and disseminate techniques to optimize best practices. Communicate results with members, operators and A4A management.
- Evaluate, implement and maintain computer-based reporting and audit management systems using the strategic sourcing process to create an RFP, evaluate options, design, implement and continuously improve selection.
- Develop and maintain relevant information and dashboards on the A4A Fuel Portal. Work with IT to improve functionality and periodically review user survey results.
- Support various A4A Energy Council teams or workgroups and the A4A Fuel Technical Committee. Support A4A Fuel Consortium Chair and Operator summits.

- Review and revise A4A fuel-related specifications on a regular basis.
- Prepare formal reports for the Energy Council and the Fuel Technical Committee and present findings at A4A and other meetings, as directed.
- Document departmental practices and procedures.

QUALIFICATIONS

- 4 year degree required. 10-15 years of experience in the aviation and/or petroleum industries, or comparable experience with infrastructure development and consortium management. Prior auditing experience preferred.
- Proficiency in logistics, finance, accounting, fuel operations, facilities maintenance, contract compliance and supply chain management.
- Familiarity with commercial fuel supply chains as well as relevant industry standards and government regulations. Familiarity with military fuel supply chains a plus.
- Supervisory experience preferred.
- Customer service- and action-oriented mentality, strong work ethic, positive attitude and ownership of the tasks assigned, ability to build consensus across a wide array of parties.
- Detail-oriented and organized, with excellent planning skills in order to set priorities and meet deadlines consistently with minimal supervision.
- Possess sound judgment; be reliable and self-motivated; work well under pressure.
- Communicate well verbally and in writing; excellent public-speaking and presentation skills; ability to moderate panels.
- Work well as part of a team and independently.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Ability to learn new software and utilize A4A Web tools.
- Ability to travel up to 50 percent of the time.

COMPETITIVE BENEFITS

Choice of medical plans, plus free life, dental and vision coverage. 401k with matching contributions, airline travel privileges, tuition reimbursement plan.

HOW TO APPLY

Interested applicants should send cover letter, resume and salary requirements to hr@airlines.org to the attention: JOA 17-05.

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