



**MORRISTOWN AIRPORT**

DM AIRPORTS, LTD. welcomes Applicants for the position of:

# **Operations Coordinator I**

*DM AIRPORTS, LTD. Operates Morristown Airport (MMU)  
on behalf of the town of Morristown, NJ*

# The Airport



Morristown Airport (MMU) is one of the nation's premier general aviation (GA) airports. Given the airport's advantageous location west of New York City in Morris County, New Jersey, MMU is home to flight departments of multiple Fortune 500 Companies, two world-class Fixed Based Operators in Signature Flight Support and Atlantic Aviation, U.S. Customs & Border Protection to accommodate international travel, Air Traffic Control and more. A fixture in the New York Airspace since the early 1940s, MMU has long been recognized by industry organizations as a leader in the general aviation world and actively advocates on behalf of all GA members.





## The Region

What do you call a region that offers every type of amenity and entertainment under the sun? We call it home and so can you. That's what living and working in Morris County, New Jersey can provide. While Morristown itself has plenty to offer from a lively downtown scene filled with restaurants, bars, concert venues, parks, museums and more, the region itself offers so much more. Pick a direction from MMU and go explore.



To the east, you'll find Hoboken, one of the nation's top ranked towns for young professionals. Not to mention, just across the Hudson River in Hoboken, lies the city that never sleeps. To the west and north, skiing, hiking (on the Appalachian trail no less) and any other outdoor activity you can find here in New Jersey and with our neighbors New York and Pennsylvania. To the south, 127 miles of coastline await along the Jersey Shore.

Whether you enjoy live sporting events (with 11 professional teams in driving distance!), bustling city life (New York should fit the bill here), exploring the outdoors, or anything in between, working and living here in Morris County opens up endless possibilities.



## The Company



DM AIRPORTS, LTD. (DM) is responsible for every management facet of Morristown Airport, both airside and landside. Joining our dynamic and experienced team will give you the full picture of what running an airport is all about. Our team is responsible for the integrity and safety of the airfield, maintaining an exceptional landside campus, managing leaseholds, coordinating major construction and development projects, connecting with the local community, marketing efforts, and engaging with industry organizations.

DM has a long history of industry engagement with multiple staff holding appointed positions such as AAAE NEC Chapter Officers, International AAAE Board Members, NATA's GA Airport Committee Members and ACRP Oversight Committee Members. These engagements create relationship pathways that help drive staff promotions and professional advancement. There is a long list of professionals who take a great deal of pride in the fact that they started their career at MMU.



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## The Position: Operations Coordinator I

**The Operations Coordinator I** plays a key role in ensuring the efficient and safe operation of the airport by representing Airport Management, enforcing rules and regulations, and responding to operational and security concerns. The Operations Coordinator I oversees various operational areas, including the airfield, fuel farm, and more, while addressing any issues that arise in accordance with established protocols. Some of the key responsibilities of the role include:

- Enforce airport rules and regulations while resolving operational issues.
- Conduct airfield inspections to identify hazards and ensure safety.
- Oversee construction activities and ensure operational safety.
- Assist U.S. Customs and Border Protection during international arrivals.
- Manage fuel farm operations, including inventory control and invoicing.
- Monitor airport security, including access control and camera operations.
- Participate in snow removal operations and manage runway conditions.
- Perform various administrative tasks and provide operational support during emergencies.

This position requires a proactive, detail-oriented individual capable of managing a variety of tasks in a dynamic airport environment.

For a full job description, [click here](#).

## Position Qualifications

- High School Diploma or equivalent required; Bachelor's Degree in Aviation Management or related field preferred.
- Previous work or internship experience in aviation industry preferred.
- Strong problem-solving, organizational, and communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and ability to handle multitasking.
- Must be able to work rotating shifts, including nights, weekends, and holidays.
- Must have valid driver's license and clean driving record.
- Must pass a background check, drug screen, and physical exam, and reside within 30 minutes of the airport.

### 3 Salary & Benefits

- Company-paid Medical, Dental & Vision Insurance
- Health Reimbursement Account
- 401(k) Retirement Plan with Company Match
- Life & Long-Term Disability Insurance
- Flexible Spending and Dependent Care Accounts
- Paid Time Off
- Parental Leave
- Pay 27.50/hour

### 4 How To Apply

To be considered for this position, please submit your application **here**.

DEADLINE FOR APPLICATION: **MAY 31, 2025**

*DM AIRPORTS, LTD. is an Equal Opportunity Employer. We are committed to making all employment decisions, and taking all employment actions, without regard to any Protected Characteristic.*

