

AIRPORT PROJECTS AND OPERATIONS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Airport Projects and Operations Supervisor is responsible for overseeing the operational aspects of the Falcon Field Airport under the general direction of the Airport Director. This position is responsible for: airport inspections; issuing notices about airport conditions to regulatory entities, as well as to tenants and airport users; reviewing work of on-site contractors to ensure no airport safety hazards are created; and inspecting work in progress to ensure it complies with contractual and funding source requirements. The Airport Projects and Operations Supervisor is responsible for assigning tasks to the airport operations and maintenance staff, evaluating the performance of the assigned staff, and training and coaching staff to expand their areas of expertise. Because of the nature of airport operations, this position is subject to emergency call out days, evenings, weekends, and holidays. The Airport Projects and Operations Supervisor has responsibility, as assigned by the Airport Director, for researching and applying for grants to support airport functions, and for monitoring expenditures under grant funding to comply with funding source guidelines. This position is responsible for coordinating plans review with Engineering staff to ensure that new airport construction meets the regulatory requirements and organizational goals. An Airport Projects and Operations Supervisor is responsible for coordinating approved airport capital improvement projects and for keeping the Airport Director apprised of project completion deadlines and related issues. The incumbent: prepares budget recommendations for the area of responsibility; submits the budget to supervisor for review and inclusion in overall airport budget plan; oversees capital improvements in accordance with approved budget amounts; and monitors other expenditures for compliance with budgetary requirements. The employee in this position is responsible for performing technical and analytical work in the planning, analysis, design, programming, and implementation of airport computer systems and programs. An incumbent of this position works with a great deal of latitude and is evaluated by periodic meetings, reports, and results obtained. This position performs related duties as required.

Distinguishing Features: This class is distinguished from the Airport Administration Supervisor class by the absence of lease preparation requirements and the greater emphasis on grant-writing and grant-fund monitoring, along with the requirement to oversee maintenance requirements at the airport facilities. This position may cross-train in other areas of responsibility to provide greater customer service and improved response time. This class is supervised by the Airport Director and is FLSA exempt-professional.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in aviation management, airport management, or closely related field, 2 - 3 years management experience in airport operations and capital improvement program oversight.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, and contractors in explaining and interpreting rules, regulations, practices, and policies of the Airport, and to obtain product information and discuss contract terms. Communicates with other City employees to perform operational analysis on internal programs or work tasks. Composes correspondence dealing with the assigned project subject matter in ways that sometimes requires considerable discretion, judgment, or negotiation in replying to inquiries, and/or presenting or requesting information. Represents the department's perspective on various City committees and/or before City management, City council, or legislative bodies as directed by management.

Manual/Physical: Operates a personal computer (PC) and uses software specific to the assigned areas of responsibility at the Airport, as well as word processing, database, and/or spreadsheet programs; and prepares detailed and technical reports for use by Airport Director and other members of management, as directed. Attends meetings to coordinate efforts, represent the department, and collect information. Compares and monitors data (e.g., budget, workflow, work performance, grant programs) to determine compliance with applicable policies and guidelines. Prepares purchase orders, invoices for payment, project requests, and other forms. Operates a motor vehicle requiring a standard Arizona Driver's License to inspect field locations. Observes, inspects, or monitors the behavior of office/field personnel to determine and maintain compliance with departmental operating and safety standards and procedures.

Mental: Conducts a variety of technical management studies for Council reports, operational analysis, cost-benefit analysis and impact, feasibility, and rate studies as they relate to specific program areas, or to an existing City or other regulatory requirement. Researches City records, ordinances, federal aviation requirements, etc., to prepare detailed reports outlining problems and recommend policies, practical solutions, or courses of action. Assists in the preparation and monitoring of existing budget and annual five-year plan, as well as grant proposals, grant progress reports, and other funding source requirements. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously. Reviews or checks the work of others to ensure conformance to departmental standards. Resolves citizen complaints as they relate to services/contracts/or other arrangements with the airport. Coordinates work activities and program functions with other City departments, other cities, and other government agencies. Supervises, assigns, and evaluates the work of the maintenance and operations staff. Learns job-related material through on-the-job training and/or independent study.

Knowledge and Abilities:

Knowledge of:

cost accounting procedures and practices and their relationships to program budgeting research and statistical methods and techniques used in public administration;
principles of public administration, governmental organization, public finance, accounting,

organizational development, policy formation, and budget preparation;
principles and practices of office management and related equipment use; and
principles, practices, and methods of employee supervision, training, and evaluation.

Ability to:

make decisions and exercise resourcefulness in addressing new problems;
use a PC and related software;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
establish and maintain effective working relationships with management, coworkers, and representatives from other City departments, vendors, tenants, citizens, and other government officials;
write clearly and concisely and give oral and written presentations of reports, proposals, and informational briefings;
read blueprints, drawings, and construction plans;
prepare applications for airport development grants for funding capital projects;
monitor capital projects, track expenses, and serve as the Airport liaison for the projects;
supervise airport maintenance and operations staff; and
assist in the preparation and monitoring of the budget for assigned area, airport revenue projections, five-year capital improvement program, and the state five-year program.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

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PAY GRADE: 50

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 42-200