

CITY OF DURANT

JOB DESCRIPTION

Title: **Airport Operations Supervisor**

Department: Public Works - Airport

POSITION SUMMARY

This position is responsible for assisting with the coordination and supervision of the Airport operations; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare; and ensure compliance with federal, state, and local regulations.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Directs the work of and manages assigned crews. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves timesheets, job assignment sheets.
2. Ensures appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Plans and prioritizes necessary maintenance and repair per Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials and equipment for daily work projects.
4. Ensures all activities are carried out safely; adheres to all City safety regulations; ensures equipment is safely operated;
5. Serves as the Airport Security Coordinator; Develops, maintains, implements, and continuously evaluates enforcement of the federally approved security, emergency, contingency plans; coordinates with Emergency Management to conduct an annual airport safety exercise.
6. Provides general maintenance and routine inspection of the fuel farm and controls the purchase and sale of fuel to the customers.
7. Inspects and completes checklists of runways, taxiways, roadways, lighting, fences, gates, and signs.
8. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
9. Provides support to staff and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion. Assists staff with operational work as needed.
10. Communicates status and concerns of projects, assignments and staff to Manager.
11. Monitors expenditures and approves purchase requests within assigned areas of authority.
12. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
13. Receives and responds to inquiries and complaints regarding the airport.
14. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to Airport matters.

15. Responds to emergencies outside of business hours as needed.
16. Responsible for all daily, weekly, monthly, quarterly, and annual fuel system inspections according to state and federal requirements.
17. Provides customer services to included moving planes, fueling, parking, and other services.
18. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
19. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of Federal Aviation Administration regulations, advisory circulars, and state aeronautics regulations as they apply to the maintenance, security, and operations of an airport.
2. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
3. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
4. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
5. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for the resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
18. Ability to instruct and train in methods and procedures.
19. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
20. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
21. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
22. Ability to perform mathematical calculations required of this position.

23. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
24. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
25. Ability to handle sensitive interpersonal situations calmly and tactfully.
26. Ability to maintain professionalism at all times.
27. Ability to maintain effective working relationships with individuals within and outside the organization.
28. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.
29. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials. Work outdoors is limited.
- Work is generally in a moderately noisy setting (e.g. business office, light traffic), although outdoors work will experience extreme noise conditions.

MINIMUM REQUIRED QUALIFICATIONS

- Associates degree in aviation management, business administration, or related field and two (2) years' progressively responsible work experience in aviation management or related field.
- Three (3) years of progressively responsible supervisory experience.

PREFERRED QUALIFICATIONS

- Bachelor's degree in aviation management, business administration, or related field.

OTHER REQUIREMENTS

- Valid Driver's License.

