



JOB DESCRIPTION

Airport Maintenance Supervisor

Date Prepared: October, 2018

SUMMARY: Under limited supervision, plans, organizes, and directs the work of maintenance crews for the City's airport; performs other related duties, as required.

ESSENTIAL FUNCTIONS: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Plan, organize, schedule, assign, supervise, train, review, and evaluate the work of maintenance crews involved in facilities and airfield maintenance, including housekeeping, building repairs, preventive maintenance, plumbing, electrical system repairs, runway and taxiway repairs, fence lines, crack sealing, concrete repair and replacement, shoulder and road grading, and storm drain and sewer maintenance.
- Prepare and conduct performance evaluations and reward and/or discipline employees.
- Provide staff with tactical, technical and strategic guidance and resolve difficult problems; provide coordination of activities between divisions and departments.
- Establish and oversee herbicide/pesticide and respirator programs in compliance with local, state, and federal regulations, including training and recordkeeping.
- Assist in the preparation and monitoring of annual operating budgets; review and approve expenditures; review invoices, project estimates/bids, contracts, project cost projections, and state cost accounting code policies.
- Prepare budget estimates; obtain quotes; participate in pre-bid job walks for airport construction projects.
- Organize, prioritize and review maintenance crew schedules; approves leave requests; review and approve timesheets.
- Review policies and procedures and provide recommendations.
- Visit job sites to review progress and work quality; ensures safe working practices are followed.
- Ensure enforcement and compliance with various codes.
- Review, comment, and provide recommendations regarding pre-submittal plans, engineering designs, contract documents, bid results, service proposals and case files.
- Maintain effective working relationships with airport tenants.
- Respond to issues, complaints or inquiries from the public, tenants, external agencies or within the City; respond to requests for service or assistance; coordinate activities of the airport with the general public, contractors, regulatory agencies, consultants, external public agencies and special interest groups.
- Implement and monitor worker safety programs for vehicles and equipment and other safety issues.
- Maintain inventories of supplies, materials, and equipment.
- Operate power tools, vehicles, and equipment.
- Respond to emergency situations, including after hours emergencies on a 24/7 basis.
- Provide airport security.
- Holds license for Hazardous Waste Transportation and oversee preparation and submittal of required documentation and reports to appropriate agencies.
- Oversee vehicle service dispatching and return.
- Complete various documents and maintain records for annual MDAQMD inspections, permit changes, and other requests that are received.
- Oversee and complete documentation and records to maintain the SPCC plan and work with regulatory agencies to perform facility inspections.
- Monitor and oversee airport tenants' construction projects to ensure compliance with obtaining permits,

- licenses, insurance, etc., including managing contractors.
- Monitor and maintain inspections and records and review and modify policies and procedures to maintain storm water compliance.
- Perform building inspections and tenant lease compliance inspections and notify and follow up with tenants on building repairs/maintenance and issues that need immediate attention and resolves discrepancies.
- Monitor and send tenant notification of backflow testing and certification due and maintains copies for entire airport.
- Assist in planning, organizing, scheduling and assigning work for ADA compliance.
- Maintain pump houses for proper operation; oversee all testing, repairs and records.
- Implement and oversee all aspects of Injury and Illness Prevention Program.
- Monitor and maintain all annual and five year required testing and maintenance of all SCLA and tenant fire systems and ensure required repairs are performed to pass certification and in accordance with NFPA standards.
- Ensure County of San Bernardino Fire Watch Duty Program is implemented when any fire system is partially or completely disabled; follow up to ensure being done and proper records being kept; request and maintain copy of fire watch logs.
- Assist in overseeing any new fire system designs or modifications of existing systems to include the type of system, fire panel selection, obtain permits from building department, supervisor construction, testing and certification needed to put into service.
- Oversee regular servicing and maintenance of all fire extinguishers for buildings, vehicles and equipment and maintain records.
- Oversee key program for the various buildings, vehicles and equipment and tracks issuance of new keys.
- Maintain confidentiality of work-related issues and SCLA/City information.
- Perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND five years airport operations and maintenance experience, INCLUDING three years of supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of effective employee supervision, including training, work evaluation, discipline and safe work.
- Principles and practices of budget management and City purchasing procedures.
- Principles and practices of project management and strategic planning.
- FAA standards in FAR Part 139.
- FAA advisories and circulars.
- Airport Certification Manual.
- Principles and practices of airport maintenance, including asphalt maintenance and concrete installation.
- Principles and practices of airfield and facility repairs, landscaping and construction.
- Building codes and ordinances.
- Hazardous waste regulations.
- Water resource rules and regulations.
- Storm Water Plan, Spill Prevention Plan and AQMD.
- Herbicide program rules and regulations.
- Principles and practices of airport security.
- Pertinent state and federal laws.
- Lockout-tagout regulations.
- Telephone, office, and online etiquette.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Operating power and hand tools and motorized equipment and vehicles.
- Reading blueprints and plans.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, AQMD, tenants, contractors, suppliers, equipment manufacturers, external public and private agencies/organizations and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid unrestricted California Class "C" driver's license.
- Possession of a valid California Class "A" or "B" driver's license, or must be able to obtain within one year.
- Must maintain airport security clearance and driving privileges.
- Successful completion of an FAA-endorsed Airport Pavement Management course, Airfield Lighting Maintenance course, or equivalent is required.
- Hazardous Waste Management certification.
- State herbicide license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out, with exposure to wide temperature variations, noise vibrations, fumes, grease, machinery and its moving parts, odors, dust, pollens, and grasses. Physical demands require bending, stooping, and frequently lifting moderately heavy objects. This position entails physically strenuous tasks on a continuing basis in a variety of environmental conditions. Must be able to lift and transport materials and supplies weighing up to 100 pounds on a continuing basis. Must be able to understand and follow verbal and written instructions. Incumbent may be required to respond to emergencies during regular duty hours, after regular duty hours, and on weekends. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.