



## JOB DESCRIPTION

### Airport Operations Supervisor

Date Prepared: March, 2015

**SUMMARY:** Under the general direction of the Airport Manager, the Airport Operations Supervisor plans, organizes, directs, leads, and supervises the Airport Operations and Security staff in the day to day operational activities of the Southern California Logistic Airport; and represents management in their absence; performs other 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:*

- Responsible for all airfield operational functions including: badging; airport access control; airport security; regulatory compliance with Federal Aviation Regulation (FAR) Part 139, State of California Aeronautical Codes, and applicable Transportation Security Regulations.
- Supervise, train, lead, direct, and schedule the work of the Airport Operations staff and assists to coordinate the functions and activities of Air Traffic Control (ATC) personnel, tenants, Airport users, contractors, consultants, first responder agencies, and regulatory agencies.
- Enforce airport operations and security rules, regulations, and procedures.
- Correct hazardous conditions and keep management apprised of airfield concerns and emergencies.
- Conduct airfield facility inspections as specified in FAR Part 139, determine and resolve hazardous conditions.
- Inspect fueling facilities, vehicles, and navigational aids.
- Prepare reports, document inspection findings, remove foreign objects, implement corrective actions while following established policies and procedures, and report conditions to management.
- Issue notices to Airmen (NOTAMs) and coordinate aeronautical activities.
- Maintain and organize all Part 139 related files including: inspection checklists, NOTAM log, Airfield Maintenance Work Order System, training records, reference materials, and other related and documents.
- Conduct airfield security inspections as specified in Transportation and Security Regulations (TSR) 1542.
- Monitor and provide guidance to individual and vehicle access within the airport operating area (AOA); observe security violations, request law enforcement response, when necessary; coordinate appropriate actions of airport security violations with airport management.
- Advise tenants and airport users of violations and diplomatically ensure compliance.
- Coordinate and supervise all airfield construction and maintenance activities.
- Perform daily site inspections and ensure compliance with applicable rules, regulations, and contracts.
- Contact tenants and airport users to coordinate construction and maintenance activities, handle airfield emergencies, special events, or other situations that would alter normal airport operations.
- Attend construction meetings and represent Airport Management with regard to safety and regulatory compliance.
- Ensure the accuracy of aircraft activity records and billing statements prepared by others.

- Lead and coordinate badging activities including: protocols; procedures; training documentation; badge issuance and audits; access level adjustments; and perform data updates.
- Provide driver and security training to tenants and employees.
- Review, update, and enforce requirements as outlined in the Airport Security Program, the Airport Certification Manual, the Airport Emergency Plan, and the Rules and Regulations.
- Observe airport tenants activity to ensure compliance with operational provisions of lease documents.
- Respond, annotate, and resolve noise and nuisance complaints.
- Respond to aircraft accident/incident and other emergency situations that occur on airport property; coordinates related activities, and implements emergency or security plan measures. Leads other airport staff in the provision of emergency response actions until relieved by proper authority.
- Assist the Airport Manager in coordinating emergency and security exercises.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma OR GED equivalent AND thirty college semester units in airport management, business, or an airport related technical field are required. Successful completion of FAA-endorsed Basic and Advanced Airport Safety and Operations Specialist School is required. Must possess at least one year of increasingly responsible experience as an Airport Operations Officer or equivalent position. One year of supervisory or leadership experience is required.

### **Knowledge of:**

- Daily operations of an airport.
- Airport security procedures.
- Airport access control system.
- Airport Rules and Regulations.
- Safe work practices.
- Municipal budgeting and purchasing procedures.
- Modern office equipment including computers.
- Principles and practices of employee supervision, including training, work evaluation, and discipline.
- Airport Certification Manual and the Rules and Regulations.

### **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.
- Operating power and hand tools and motorized equipment and vehicles.
- Critical thinking, interpersonal relations, and multi-tasking.
- Reading and interpreting construction plans, maps, specifications, and manuals;
- Selecting, training, supervising, evaluating staff, and coordinating the work of technical personnel.
- Performing administrative duties involving the use of independent judgment, discretion, and confidentiality.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Providing efficient customer service.
- 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:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must maintain an airport security clearance and driving privileges.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in both an office and field environment in close proximity to other workers. Duties outdoors require exposure to a variety of environmental conditions such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery, and its moving parts, odors, and dust. Incumbent must have the mobility to visit various job sites on an occasional basis, and perform physically demanding tasks which require the ability to stand, walk, bend, stoop, climb, lift moderately heavy objects, and climb ladders work at various heights. Incumbent must be able to see within the normal distance and in color with or without correction and have the ability to read printed material. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Must be able to lift up to 50 pounds. Incumbent must be willing to work an irregular schedule which may include weekends, holidays, evenings, rotating, and/or varying shifts, including on-call duty.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date