

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Airport Maintenance Supervisor</u>
Sch.& Grade	<u>CTL-14</u>
Class Code	<u>GN01</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig	<u>Not Eligible</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

Supervises, plans, directs and coordinates maintenance and repair activities in one of two divisions of the Springfield/Branson National Airport. Divisions include *Airfield Maintenance* which involves such areas as airport runways, grounds, taxiways, drainage and sewer systems, lighting systems, vehicles, equipment, and hangars; and *Buildings Maintenance* which includes the main terminal building, the quick turnaround facility, cargo facilities, the ARFF facility, grounds and other areas as assigned.

SUPERVISION:

Under general supervision of the Airport Operations Supervisor; supervises personnel within assigned division.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans, organizes, and directs the work of employees engaged in the maintenance and repair for either the Airfield or Buildings Maintenance Divisions of the airport.
2. Coordinates with other divisions in the maintenance and repair of Airport property.
3. Supervises and instructs employees in the maintenance, trouble shooting and repair of plumbing, electrical and heating air-conditioning systems (HVAC); computer building automation systems and motor controls (PLC); automotive and mechanical equipment; as well as grounds and pavements. Work includes cleaning, mowing, concrete and asphalt work, snow removal, etc. as well as carpentry, painting, and custodial services depending on division assignment.
4. Plans, determines, prioritizes and schedules routine and unscheduled maintenance and repairs and develops a preventative maintenance program for assigned divisions, as well as prioritizing winter operations.
5. Completes performance evaluations, recommends and implements necessary disciplinary action, schedules and approves leave, and participates in and makes recommendations regarding hiring decision of assigned staff members.
6. Provides training in repair and maintenance procedures ensuring that safety equipment and protective gear is utilized whenever appropriate and equipment is kept in safe working order.
7. Prepares and maintains required records and reports including payroll, inventory, project status, cost of repairs, etc.
8. Reads and interprets technical repair manuals, blueprints, construction drawings, etc. as required.
9. Conducts periodic inspections ensuring that all airfield, grounds, buildings, and facilities comply with city, state, and federal rules and regulations, including local ordinances.
10. Prepares division budget, monitors expenditures, and writes specifications for purchase of equipment, supplies & commodities and maintains an appropriate supply of needed materials.
11. Drives vehicles such as pick-up trucks to different work sites.

IMPORTANT FUNCTIONS:

1. Utilizes computer applications when appropriate.
2. Attends professional development training.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, methods and equipment involved in airport maintenance and repair including building, grounds, pavements, and equipment; basic math skills. Knowledge of FAA regulations regarding repair and maintenance standards is preferred but not required.

Abilities

Effectively supervise, plan and organize the maintenance and repair of an assigned division of the airport; utilize sound independent judgment and make responsible decisions and recommendations; read and interpret technical manuals, blueprints, construction drawings, FAA regulations, etc.; maintain accurate records and prepare reports; learn and utilize computer software applications; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with outside vendors, contractors, associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of four years of responsible experience in one of the following areas: Maintenance and repair of infrastructure and grounds with experience in pavement, lighting and electrical systems; or maintenance and repair of buildings and facilities including responsible experience in HVAC, plumbing, electrical work, computer building automation systems and motor controls (PLC) . Experience must be commensurate with repair and maintenance specialty required for current vacancy. A minimum of one year supervisory experience is required.

Physical Requirements

Performs bending, squatting, climbing and reaching to both ground level and overhead; holds and grips objects; must be able to distinguish colors due to working with color coded wiring systems.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant noise as well as strong fumes and odors; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with repair and maintenance of an airport.

Licensing/Certification

Must obtain and maintain a class “B” Commercial Driver’s License that gives the driver the ability to operate a vehicle with airbrakes within the probationary period.

Miscellaneous Requirements

Must pass pre-employment drug testing as well as periodic random testing as required by applicable laws; must pass a 10-year criminal history background check as required by the Transportation Security Administration. Need ability to work various assigned shifts, including evening, holiday and weekend shifts. Subject to emergency call in.

Last Revision: January 31, 2012	GENERAL ORDINANCE NO. 4378
Comments: Updated Abilities	Date: September 20, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____