

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Airport Operations Supervisor</u>
Sch/Grade	<u>PAT-10</u>
Class Code	<u>BH14</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Airport Management</u>

PRIMARY PURPOSE:

Oversees and manages operations for the Springfield-Branson Regional Airport which is a FAR 139 – Class I commercial service airport with one general aviation airport. Operations management includes the areas of Building Maintenance, Airfield Maintenance, Aircraft Services, and Ground Handling Operations. Responsible for general security issues required for the above operations areas of the Airport.

SUPERVISION:

Incumbent serves as a mid-level manager under general supervision of the Assistant Director of Aviation - Operations. Position is responsible for directly and indirectly supervising employees in the above program areas as well as assigned administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, directs and coordinates the activities and employees involved in operations for the airport. Works through first-line supervisors to manage and coordinate airfield and building maintenance, aircraft services, and ground handling operations. Handles general security and communications (FAR 139) related to assigned areas of operations.
2. Completes performance evaluations, participates in and recommends staff hiring, and recommends and implements appropriate disciplinary action.
3. Develops, recommends, and implements long and short range planning regarding the above programs and oversees policy development and implementation. Participates in the development and coordination of an airport capital improvement project program. Develops and issues written guidelines and action plans to coordinate approved projects with appropriate airport staff and outside contractors.
4. Administers, supervises, oversees and inspects the safety and efficiency of airport operations areas including emergency response plans and protocol. Gathers appropriate information in this area through observing and reviewing inspection logs, incident reports, activity logs, on-site inspections and interface with staff, users, tenants, emergency personnel, law enforcement and the Federal Aviation Administration (FAA). Ensures compliance with appropriate local, state, and federal rules and regulations.
5. Provides daily consultation on all airfield, landside and secured terminal areas; coordinates runway closures, snow removal, surface and security of taxiways and runways, aircraft parking and escorts, and low visibility operations. Responds to airport emergencies.
6. Coordinates and confers with other Airport and City staff, other governmental units, outside agencies, citizens, vendors, and contractors on matters of joint concern related to airport operations.
7. Works with the Assistant Director – Operations to develop, implement and administer a budget for Operations.
8. Conducts necessary studies and special projects for airport operations and development matters, makes recommendations, prepares written and verbal reports as well as a variety of correspondence.
9. Reads, interprets, and analyzes a variety of data and information regarding assigned operations and performance.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge:

Familiar with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules, regulations, and guidelines. Principles, methods, standards, and procedures related to aircraft operation, safety and security; construction management practices, and principles and practices of staff supervision.

Abilities:

Effectively lead and manage the employees and activities within the airport operations area of the Airport. Analyze problems and develop appropriate solutions; utilize sound, independent judgment and make responsible decisions and recommendations; develop and implement policies and procedures; effectively deal with emergency situations; follow oral and written instructions; communicate effectively both verbally and in writing including preparing reports and making presentations as necessary; deal effectively and courteously with supervisors, co-workers, airlines, tenants, contractors, vendors, pilots, law enforcement, aircraft owners, outside agencies 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; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training:

Requires graduation from an accredited four-year college or university with a Bachelor’s Degree in Aviation Management, Business or Public Administration, or related field plus at least three years of increasingly responsible supervisory and/or project management experience in an airport operations related area. Equivalent work experience may be substituted for the formal education on a year for year basis.

Physical Requirements:

Must be able to visually observe, investigate, inspect, and follow-up on all safety, security, maintenance, and ground handling activities including periodic walk-throughs; holds and grips objects; ability to operate a computer keyboard and/or mouse.

Working Environment:

Primarily indoors in a general office environment; works outdoors as necessary to observe, investigate, inspect and follow-up on operational issues including exposure to extreme weather conditions, loud noises, dust, and pollen.

Licensing/Certification:

Aircraft Rescue and Fire Fighting (ARFF) certification is desirable.

Miscellaneous Requirements:

Subject to emergency call-in; must pass a 10-year criminal history background check as required by the Transportation Security Administration.

Last Revision: January 31, 2012	GENERAL ORDINANCE NO. : 5474 _____
Comments: Updated Abilities	Date: 6/27/05 _____

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:** _____