

AIRPORT SUPERVISOR

MAJOR FUNCTION

This is a working supervisor position with hands-on responsibility for all airport operations, including facility/property maintenance, contract, lease and budget administration and customer relations. Work includes ensuring the safety compliance of the airport and tenants. Position is responsible for enforcing County ordinances and FDOT/FAA regulatory requirements.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Ensures airport is maintained in accordance with FDOT/FAA standards and emergency procedures.
- Visually inspects runways and performs airfield lighting and safety checks. Logs problems and corrective actions taken. Works to deter vandalism and trespassing.
- Inspects grounds daily for deficiencies and safety hazards and ensures repairs are conducted.
- Manages customer/tenant relations and all lease agreements.
- Takes readings of fuel tank levels.
- Ensures public restrooms are cleaned and maintained.
- Maintains all service levels. Assists with aircraft fueling operations as necessary.
- Contacts and works with appropriate departments for repairs out of scope of normal service.
- Cycles fuel tanks; checks fuel filters, pump nozzles, and associated fittings.
- Assists ground crew with mowing, weed eating, striping or painting as needed.
- Responsible for maintenance of the buildings and hangers.
- Orders fuel and all necessary supplies for airport operations.
- Retrieves and collates all revenues from registers and computer systems.
- Collects and records lease transactions; enters all sales in proper forms; files and maintains records; processes daily mail and invoices; prepares daily operations report.

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- Develops and manages budget, grants and applications; updates lessee information.
- Sends notices of insurance requirements and rent adjustments to appropriate persons.
- Establishes and maintains effective working relationships with law enforcement agencies, including Sheriff, Fish and Game Commission, and the Florida Department of Environmental Protection.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Associate Degree from a two-year college or university; four to six years related experience and/or training, including two years supervisory experience; or equivalent combination of education and experience.

Licenses.

Valid Florida Driver License. A Pilot Certificate is desirable but not mandatory.

Certifications.

Certification by the American Association of Airport Executives desirable.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret most complex documents.
- Ability to communicate and present information to other employees, management staff, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.

Specialized Skills and Abilities

- Thorough knowledge of the methods, materials, tools, and equipment used in the maintenance of airports, parks and recreation facilities.
- Considerable knowledge of the proper and safe use of automotive and power equipment used in airport maintenance and OSHA standards and requirements.
- Ability to communicate effectively verbally and in writing.
- Ability to remain calm in stressful situations
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team

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members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as to drive a vehicle in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, taste or smell, and to lift up to 50 pounds; will regularly be required sit, use hands and finger, handle, or feel; and will frequently be required to stand, walk, talk or hear. Special vision requirements are close, distance, and peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and risk of electrical shock; and will frequently be required to work in outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99

Pay Grade: 13

Job Description Number: 1119

Category: 1

Status: NE

Revised: 10/2005