

City of Fort Worth, Texas Job Description

Classification Title	Airport Supervisor		
Job Code:	PR1041	Job Family:	Professional
Pay Grade	609	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	02/22/18

GENERAL SUMMARY

Supervises and provides training for operations and maintenance staff at Spinks and Meacham Airport. Provides complex administrative support, customer service and tenant relations: Acts in the absence of the Assistant Aviation Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees daily operations of the airfield; ensures compliance with Federal Aviation Administration Part 139 (Meacham); and supervises airside and landside operations and maintenance.
3. Provides complex administrative support to Assistant Aviation Director. Acts as Assistant Aviation Director, as necessary. Attends meetings and provides briefings.
4. Provides customer service to general public and tenants; responds and addresses tenant concerns; provides first line of public response; and initiates action with tenants and other departments concerning issues determined through inspections or airport facilities.
5. Leads annual Federal Aviation Administration Part 139 inspection (Meacham). Ensures plans and manuals are reviewed annually and daily and periodic inspections are completed.
6. Oversees small internal and external construction projects. Ensures contractors meet specifications and invoices received are consistent with quotes and purchase orders. Makes recommendations for Routine Airport Maintenance Program grant spending and Urban Area Security Initiatives spending; completes required documentation; and ensures airport compliance with plans.
7. Creates maps and displays information using Geographic Information System; creates Requests for Information and Requests for Proposals; files airport studies; and advises contractors and engineers.

8. Plans large public events, including fly-ins and conventions. Coordinates events with airfield tenants, general public, vendors and other City departments.
9. Approves transactions and purchase card requests; ensures accurate inventory of supplies; and oversees changes and operation of internal database.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal Aviation Administration documents and directives.
 - Aviation industry and Airport operations.
 - Federal Aviation Administration and Part 139 inspection process.
 - Federal and state grant programs.
 - Federal Aviation Administration and Environmental Protection Agency requirements concerning storm water and tests.
 - Federal Aviation Administration Airspace and Federal Aviation Administration form 7460 process.
 - Principles and practices of aviation services and programs.
- **Skill in:**
 - Computers and troubleshooting.
 - Public speaking.
 - Prioritization.
 - Technical writing.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, delegate and provide guidance for staff.
 - Meet deadlines.
 - Respond to emergencies or urgent concerns.
 - Research information on all ranges of aviation.
 - Act independently.
 - Monitor and evaluate complex airport operations and maintenance programs.
 - Develop alternative solutions to problems.
 - Review, classify, categorize, prioritize and analyze data and/or information.
 - Apply policies, procedures and rules affecting airport operation, contracts, personnel and other administrative matters.
 - Develop, implement and execute airport security measures, emergency plans and rescue.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree in Aviation, Business Administration, Public Administration or closely related field and two years of work experience that includes airport operations and/or maintenance.

OTHER REQUIREMENTS

Successful completion of Airport Operations Officer training, within the initial six (6) months probationary period.

Valid Texas driver's license at the time of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.