

AIRPORT FIELD SUPERVISOR

DEFINITION

Under general direction, plans, organizes and directs the work of maintenance crews; performs a variety of both skilled and semi-skilled tasks in the operation and maintenance of airport facilities and airfield; and performs related tasks, as required.

DISTINGUISHING CHARACTERISTICS

This position reports directly to and receives direction from the Airport Manager. The incumbent plans, organizes, schedules, assigns, and directs the work crews engaged in the operation and maintenance of airport facilities, grounds, and airfield. This position is distinguished from the Leadworker by the ability to perform tasks at a higher skill level, using more independent judgment and taking on a greater professional responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises work of crews involved in maintenance and repair of runways, taxiways, parking aprons, fence lines, security roads, crack seals, and asphalt placement, including overlays, patching, slurry seals, and asphalt recycling; airport pavement maintenance, concrete repair, storm drain maintenance, sewer system maintenance, repair and improvement of lines and lift stations; street/runway/taxiway/apron sweeping, shoulder and road grading, seal coating, patching, concrete installation, and weed abatement; plans, organizes, schedules, assigns, supervises, trains, reviews, and evaluates the work of maintenance crews engaged in facilities maintenance, including general and specific facilities housekeeping, building repairs, preventative maintenance, and repairs of plumbing and electrical systems; may operate power tools, tractors, and other heavy equipment; prepares budgetary estimates; obtains quotes for equipment and materials for projected activities; provides technical assistance to staff in resolving difficult problems; instructs and provides for the training of crew members in work methods, use of tools and equipment; adheres to relevant safety precautions; inspects job sites to determine work required and to evaluate performance; resolves a variety of routine personnel and administrative matters; recommends and implements disciplinary action; prepares and maintains necessary reports, records, and correspondence; orders and maintains inventory for all materials required in accordance with city, state, and federal standards; recommends special work required or necessary equipment maintenance; oversees storm water collection and respirator programs and maintains related records; ensures appropriate safety devices and equipment are being utilized; responds to emergency situations, as necessary; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school or GED equivalent and thirty college semester units in airport maintenance, or a related field are required. Successful completion of an FAA-endorsed Airport Pavement Management course or equivalent is required. Must possess three years of increasingly responsible experience in the operation and maintenance of airports. -Fifteen semester units may be substituted for an additional one year of operation and maintenance of airports experience up to thirty semester units.

City of Victorville Position Description

Knowledge & Abilities –Knowledge of: Daily operations of an airport; airport security procedures as they apply to Airport Operations Area (AOA) access control; Airport Rules and Regulations; maintenance materials and equipment used in airfield maintenance and repair operations; custodial maintenance, facility repair, minor plumbing repair, general principles of employee supervision; weed abatement practices, safe work practices and regulations required for application of herbicides and pesticides; municipal budgeting and purchasing procedures; modern office equipment including computers; principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods. **Ability to:** Read and interpret construction plans, maps, specifications, and manuals; select, train, supervise, and evaluate staff, as well as supervise and coordinate the work of technical personnel; supervise a crew of court sentence workers; perform administrative duties involving the use of independent judgment, discretion, and confidentiality; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; handle multiple priorities; provide timely and courteous customer service; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates - Possession of a valid California Class "B" driver's license. State of California Herbicide License, Hazardous Waste Management Certification, and completion of 40-hour Hazwoper course are required. Must maintain airport security clearance and driving privileges.

WORKING CONDITIONS

Work is performed in both an office and field environment in close proximity to other workers. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather, with occasional exposure to hazardous work conditions. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands require bending, stooping, and frequent lifting up to 100 pounds on a continual basis. Incumbent must be able to see and hear in the normal range with or without corrections, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must respond to emergency situations, as necessary. Must possess the willingness to work an irregular schedule in order to meet the needs of the airport, including evenings, nights, weekends, and holidays.

APPROVED:


PERSONNEL OFFICER

DATE: January 9, 2013

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/jobdescriptions(Final)/EDD-Airport/Airport Field Supervisor/1/9/13[chw]