

City of Victorville Position Description

AIRPORT OPERATIONS SUPERVISOR

DEFINITION

Under general direction of the Airport Manager performs work of considerable difficulty in supervising, directing, planning and organizing all functions and responsibilities associated with the safe operation of Southern California Logistics Airport, (SCLA), airside and landside operations; represents Airport Manager with other jurisdictions and the public; supervises and directs the work of subordinates, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbent plans, organizes, supervises and reviews the work of employees engaged in the maintenance of the airport and reports directly to the Airport Manager. Incumbent should have knowledge of department policies, operations and goals and apply discretion in using this knowledge in the performance of tasks. Originality of thinking is required in interpreting and applying policies and precedents to unusual situations. Incumbent assumes a higher degree of accountability for the broad range of responsibility, the latitude for independent judgment and initiative, and the freedom in the decision-making process. Work is subject to continuing review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises, directs, plans, organizes and coordinates the day-to-day airside and landside operations of the airport; consults and provides direction to implement Airport System operational policies; directs the preparation of daily inspection reports and log entries; analyzes and reviews operational and activity reports; opens and closes airport to aircraft operations based upon conditions and safety issues; coordinates the review and approval of construction projects and specifications as they apply to airside and landside operations; assists in the preparation of ordinances for airfield rules and regulations, ground transportation, vehicular traffic and the operation of airport surface parking facilities; makes recommendations concerning parking management policies and procedures; assists with rescue and post-accident recovery operations; enforces Federal, State, and local rules and regulations governing airport use; prepares, publishes and maintains standard operating procedures; directs the publication of rules and regulations governing the use of airport facilities; and ensures that air traffic safety regulations are consistent with Federal standards; assists in the formulation of plans for airport and aviation development; handles day-to-day operational activities; assists Airport Manager with monitoring and implementing airport services; assists in the preparation and management of the annual budget; performs a variety of technical tasks relative to assigned areas of responsibility.

EMPLOYMENT STANDARDS

Training and Education - Graduation from college with a Bachelor's Degree in Aviation, Engineering, Architectural, Public or Business Administration or related major and three years of progressively responsible airport operations and/or airport or engineering experience, one year of which is at the project management level working directly at an airport. Related aviation or engineering experience may be substituted for education for up to two years.

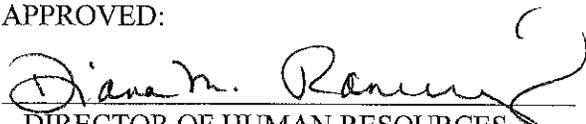
Knowledge, Skills and Abilities - **Knowledge of:** FAA Rules and Regulations and pertinent Federal, State and local laws, codes and regulations; principles and practices in supervising the operations of an airport; material, equipment and practices of maintenance and repair of buildings, airports, runways, and aprons, including pavement and airfield electrical systems; principles of supervision, training and performance evaluations; communication procedures on maintenance and ground control radios and understanding aviation industry terminology; computer systems including but not limited to Autocad, Arcad, Arcview, Word, Excel and Power Point. **Ability to:** Plan, organize, coordinate, administer and control personal and staff workload; prepare, read and interpret architectural and engineering plans, drawings and specifications; prepare and administer architectural and other construction project contracts; operate computers, tools and equipment; design and implement G.I.S.-layered database systems and related file and recovery operations and must be able to operate all airport and City vehicles in a safe manner.

Licenses and Certificates - Must possess a valid, unrestricted, Class "C" California's driver's license.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and mostly outdoors with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, dust, and occasional exposure to hazardous conditions and irritating chemicals. Incumbent must have the mobility to periodically visit jobsites around the airport and to attend training, conferences and meetings at the airport. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

APPROVED:



 DIRECTOR OF HUMAN RESOURCES



 CITY MANAGER

DATE ADOPTED: September 16, 1999

City of Victorville Position Description.Airport Operations Supervisor 9-99

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.