



JOB DESCRIPTION

Airport Maintenance Supervisor

Date Prepared: August, 2014

SUMMARY: Under limited supervision, plans, organizes, and directs the work of maintenance crews for the City's airport.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, organize, schedule, assign, supervise, train, review, and evaluate the work of maintenance crews involved in facilities maintenance, including housekeeping, building repairs, preventive maintenance, plumbing, and electrical system repairs.
- Establish and maintain herbicide and pesticide programs in compliance with local, state, and federal regulations.
- Prepare budget estimates; obtain quotes; participate in pre-bid job walks for airport construction projects.
- Serve as a project manager on various construction projects; prepare and maintain a work order system.
- Organize and prioritize airfield and facility crew workloads.
- Oversee the repairs of runways, taxiways and fence lines, including crack sealing, concrete repair and replacement, shoulder and road grading, storm drain and sewer maintenance.
- Maintain effective working relationships with airport tenants.
- Provide technical guidance to crews; and resolve difficult problems.
- Prepare and maintain various reports and records.
- Implement and monitor worker safety programs.
- Maintain inventories of supplies, materials, and equipment.
- Operate power tools, vehicles, and equipment.
- Respond to emergency situations.
- Provide airport security.
- Maintain vehicle service dispatching and return.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND five years airport operations and maintenance experience, INCLUDING three years of supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of budget management and City purchasing procedures.
- FAA standards in FAR Part 139.
- FAA advisories and circulars.
- Airport rules and regulations.
- Airport Certification Manual.
- Principles and practices of airport maintenance.
- Principles and practices of airfield and facility repairs and construction.
- Building codes and ordinances.
- Hazardous waste regulations.
- Water resource rules and regulations.
- Storm water plan.
- Herbicide program rules and regulations.
- Principles and practices of airport security.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Operating power and hand tools and motorized equipment and vehicles.
- Reading blueprints and plans.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, AQMD, tenants, contractors, suppliers, equipment manufacturers, external public and private agencies/organizations and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class “B” Commercial driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- State herbicide license.
- Hazardous Waste Management certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, indoors and out, with exposure to wide temperature variations, noise vibrations, fumes, grease, machinery and its moving parts, odors, dust, pollens, and grasses. Physical demands require bending, stooping, and frequently lifting moderately heavy objects. This position entails physically strenuous tasks on a continuing basis in a variety of environmental conditions. Must be able to lift and transport materials and supplies weighing up to 100 pounds on a continuing basis. Must be able to understand and follow verbal and written instructions. Incumbent may be required to respond to emergencies during regular duty hours, after regular duty hours, and on weekends. Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

Department Head Approval

Date

Personnel Officer Approval

Date