Airport Operations Supervisor (2051)

FLSA Status: Non-Exempt (Hourly)
Pay Grade: 18
Safety-Sensitive: Yes

Purpose

The purpose of this classification is to oversee and perform general airfield maintenance, radio communication checks, and testing and recording of fuel samples and to supervise related functions performed by airport staff. The incumbent will oversee, guide, direct, and train assigned staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Directs and oversees, under general direction of Airport Manager, the activities of regular and part time staff engaged in the operation and maintenance of the airfield: coordinates, assigns and reviews work of staff and inmate details; participates in the prioritizing and scheduling of work in order to meet objectives; develops and distributes employee schedules, ensuring adequate coverage and control; schedules staff vacations and approves sick leave; prepares timesheets; monitors status of work in progress; assists with problem situations, providing technical expertise; provides progress and activity reports to management; trains assigned staff in policies, procedures, safety, and equipment operation; recommends disciplinary action; provides input on employee performance evaluations; establishes and promotes employee morale.

Supervises and oversees assigned inmates: assigns and reviews work; evaluates training needs and provides instruction; ensures security of inmates: picks up inmates for work detail and returns them upon completion of work.

Performs and oversees fuel quality testing: samples, rates and documents fuel tank and truck conditions; performs Millipore and free water testing on all jet fuel; performs bonding continuity tests; conducts tests and temperature correction before unloading fuel delivered by supplier; and oversees the testing work of the crew.

Provides customer service: refuels aircraft; conducts aircraft parking and ramp coordination; provides rental car and hotel information; sells and provides information regarding pilot supplies and oil; operates ground power unit; helps with luggage; and provides directions and after-hours coordination.

Conducts general airfield maintenance: changes runway and taxiway lights; monitors general ground power unit (GPU) conditions; cleans automated weather observation system (AWOS); checks equipment; and performs inspections.

Provides employee training: trains personnel in truck operation, fuel sampling, ramp management, answering phones, handling customer requests, radio communication, GPU operation, fuel farm management, incident reports, airfield maintenance, and different aircraft fuels and delivery systems.

Maintains radio communications: provides radio checks and airport advisories; and receives ground requests and other radio traffic.

Provides input to the airport manager on departmental budgeting: assists in the development of budget for airport operations and maintenance; recommends budget allocations for staffing, equipment and capital improvement needs; and monitors expenditures to ensure compliance with approved budget.

Monitors and maintains safety: ensures safe work practices of assigned staff; prepares and conducts safety meetings; monitors safety of buildings and facilities; and reports any incidents, accidents, problems, or unusual situations.

Performs other related duties as required.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Airport Operations Supervisor (2051)

FLSA Status: Non-Exempt (Hourly)
Pay Grade: 18
Safety-Sensitive: Yes

Minimum Qualifications

Vocational or technical school training in aviation technology or a general maintenance trade, supplemented by at least three years of progressively responsible airport operations experience, including customer service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Two years of supervisory experience is preferred.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's License. Must obtain and maintain the following certifications: Fuel Servicing, Fuel Management, Fire Safety, and Advanced Lineman from the National Air Transportation Association, and Fuel Quality Assurance from Phillips 66. Must obtain and maintain authorization, as required by Bulloch County Correctional Institute, to supervise inmate labor.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Requires the ability to exert mildly heavy physical effort, typically also involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, or prolonged standing, and the regular and, at times, sustained lifting, carrying, pushing, and/or pulling of objects and materials weighing 12-20 pounds; may occasionally involve objects and materials weighing 20-50 pounds.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, heights, machinery, vibrations, electric currents, traffic hazards, bright or dim lights, toxic agents, animal or wildlife attacks, and animal bites.