



JOB SPECIFICATION

AIRFIELD MAINTENANCE SUPERVISOR

General Purpose

Under general supervision, plan schedule, supervise, and coordinate day-to-day operation, maintenance, repair, and construction of airfield and grounds.

Typical Duties:

Plan and direct work of Airport field and grounds maintenance personnel. Involves: Determine priorities of required repairs to hangars, runways, taxiways, ramps, roads, aircraft and automobile parking areas, fences and field lighting. Ensure completion of required preventive and regular maintenance programs. Oversee landscaping activities at Airport facilities including entry roads and industrial park. Monitor equipment operations including specialized ultra violet asphalt heating machines, computerized visual equipment attachments for commercial paint machines, front-end loaders, sweepers, dump trucks, tractors and large mowers. Inspect work for correctness and completeness.

Develop and organize day-to-day activities to achieve assigned goals within available resources. Involves: Estimate equipment and supplies required to complete assigned tasks. Ensure availability of supplies and materials needed by field maintenance crews. Prepare requisitions for supplies and materials. Ensure tools and equipment are maintained in accordance with manufacturers and departmental requirements. Maintain records of equipment and materials used. Prepare activity reports. Control hazardous materials handling.

Supervise assigned employees. Involves: Schedule, assign, instruct, guide, check and evaluate day-to-day work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Recommend leave approvals. Initiate grievance resolution and disciplinary processes. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Undertake and provide a variety of administrative tasks. Involves: Assist in development and monitoring of section budget. Draft and review requisitions and related financial documents. Project need for materials, personnel, supplies, and equipment. As appropriate, provide input or develop policies, procedures and/or operational guidelines. Maintain a variety of files and records.

Manage and oversee various projects. Involves: Meeting with contractors, vendors, department heads, tenants and others. Provide input and assistance in planning, scheduling, design, and development of new construction, remodeling or other projects. Interact with federal, state and local officials, investigate complaints and respond to inquiries, complaints, and concerns. Perform duties of subordinate personnel as necessary to ensure continuity of operations. Monitor and enforce compliance with safety rules and procedures.

Knowledge, Skills, and Abilities

- Considerable knowledge of F.A.A. and Aviation Department Rules and Regulations as applied to airfield maintenance activities.
- Considerable knowledge of methods and practices used in the maintenance and/or expansion of airfield and airport grounds.
- Considerable knowledge of common and specialized construction and maintenance equipment, tools and materials.
- Good knowledge of heavy equipment operation and maintenance.



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- Good knowledge of local, State and Federal environmental rules and regulations.
- Good knowledge of asphalt repair, landscaping and minor electrical problems solving methods.
- Ability to follow oral and written instructions.
- Ability to supervise, train and evaluate construction and maintenance crews.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the general public.
- Ability to maintain records and prepare reports.
- Ability to accurately determine materials and equipment required to complete jobs.
- Skill in safe the operation and care of heavy equipment and two-way radios.

Other Job Characteristics

- Frequent outdoor work including exposure to extreme weather conditions and movement throughout an airfield environment.
- Occasional exposure to airfield noise levels.
- Occasional operation of a motor vehicle through City traffic and on an airfield.
- Occasional lift and/or carry heavy, bulky items, material and/or supplies weighing 50 to 100 pounds.
- Depending on need, shift work including nights, weekend and holidays may be required.
- Subject to call during off working hours.
- Must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years of progressively responsible construction or maintenance experience including three (3) years in a supervisory capacity and one (1) year in an airport field environment.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or Commercial Driver's License or equivalent from another state.

Special Requirements: Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.