



**JOB SPECIFICATION**  
**AIRPORT LABOR SUPERVISOR**

Code 18360  
Grade GS 51

**General Purpose**

Under general supervision, plan, schedule, and supervise day-to-day maintenance and repair of airport runways, taxiways, aircraft parking areas, buildings and grounds.

**Typical Duties:**

Oversee and direct the repair, maintenance and upkeep of airport buildings, grounds and facilities. Involves: Establish and prioritize work and related repair, maintenance and other needs. Assign and schedule work. Prepare and log work orders. Oversee, conduct and review scheduled, unscheduled and other preventative maintenance inspections and reviews. Conduct regular inspections of airport runways and facilities for compliance with Federal Aviation Administration (FAA) standards and regulations. Recommend techniques, supplies, materials, and provide guidance to staff. Review, evaluate and assess work performed. Oversee and monitor contractors, vendors and others supplying goods and services to the area of assignment.

Provide administrative support to airport maintenance function. Involves: Provide input and assistance in planning, scheduling, design and development of new construction, remodeling or other projects. Interact with federal, state and local officials, vendors, or contractors. Perform duties of subordinate personnel as necessary to ensure continuity of operations. Assist in development and monitoring of section budget and projections for materials, personnel, supplies and equipment.

Supervise assigned staff. Involves: Interview applicants and recommend hiring, termination, discipline, transfer and merit increases. Initiate or recommend employee promotion and transfer. Organize and coordinate workflow. Assign, delegate, review, inspect and accept work completed. Train and develop employees. Prepare employees' performance appraisals. Recall employees to work in emergencies.



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***Knowledge, Skills, and Abilities***

- Application of considerable knowledge of construction methods and techniques for the maintenance and repair of runways, buildings and grounds, including pertinent FAA standards and regulations.
- Application of considerable knowledge of the use and handling of a variety of tools, equipment, supplies, materials, chemicals and other items and appropriate safety standards, training techniques and principles.
- Application of good knowledge of FAA perimeter control principles and practices.
- Application of good knowledge of supervisory techniques and customer service practices and procedures.
- Interpret and analyze technical manuals and data, use of testing and measuring equipment, interpretation of plans, schematics and other construction-related documents.
- Establish and maintain effective working relationships with officials, employees, other departments, regulatory agencies, vendors, contractors and the general public.
- Resolve day-to-day questions/problems regarding staffing, personnel, equipment, materials, methods and procedures needed to complete tasks.
- Safely operate vehicles in city traffic and within the airport perimeter.
- Express oneself clearly and concisely, orally and in writing.

***Other Job Characteristics***

- May be subject to call during off working hours, including work extended hours, including week-ends and/or holidays.
- Occasionally lift and carry heavy, bulky items, materials and supplies weighing up to 50 pounds and exposure to dangerous machinery, physical harm, hazardous chemical and extreme weather conditions.
- Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, or positions of a safety-sensitive nature within Mass Transit, are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

***Minimum Qualifications***

**Education and Experience:** A High School diploma or GED, and four (4) years of experience in the maintenance or construction of airport runways, taxiways or aircraft parking areas.

**Licenses and Certificates:** Texas Class "C" Driver's License or equivalent from another state.