Job Description

Job Title:	Airport Operations Supervisor	Classification:	Classified
Department:	Public Works	Grade:	180
Occupational Group:	Aviation	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages the maintenance, operations, and security needs on the airfield and off-airfield, aircraft rescue and fire fighting, fueling operations, and assigned staff for the airport as required for a FAR Part 139, Class I, Commercial Service Regional Airport.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Ensures compliance with Federal Aviation Administration, Transportation Security Administration, Department of Agriculture, Food and Drug Administration, Missouri Conservation Department, Joplin Police Department, and other applicable Federal, State or local regulations.
2. Direct, trains, supervises, and evaluates assigned maintenance personnel to ensure safe movement and security compliance on or around the airfield.
3. Serves as Airport Manager and Airport Security Coordinator (ASC) during a period of absence.
4. Serves as Airport fire chief during training and emergencies; operates the crash/fire/rescue truck apparatus; assumes command of an emergency event.
5. Oversees Aircraft Rescue and Fire Fighting (ARFF) duties including training of personnel for emergency rescue and firefighting, handling and storage of hazardous substances and materials, self-inspection program, and required recordkeeping and reporting.
6. Participates in maintenance operations including operating equipment, trucks and snowplows, mows and trims grass, snow removal, weed abatement, tree and shrub trimming, and performs building maintenance.
7. Inspects airport equipment, field lighting, fueling handling and storage equipment, runways and taxiways for service, repair and safety. Notifies and takes immediate action if safety concerns are identified.
8. Coordinates and oversees compliance of safety requirements with contractors and vendors on the airfield or off airfield property. Provides safety briefings as necessary.
9. Participates and assists Airport Manager with additional security programs including FAA mandated security, as necessary.
10. Issues notice to airmen (NOTAMS) related to airfield conditions, operations, or hazards as needed.
11. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
12. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

13. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
14. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Responds timely to after-hour emergencies.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal Aviation Administration Rules and Regulations; Airport Certification Manual; Airport Security program and emergency plan; procedures and techniques for operating specialized airport crash/firefighting and other airport equipment; Federal Aviation Administration (FAA) Part 139 airport regulations; US Digital Notice to Airmen (NOTAM) System, and Department of Homeland Security and Security Identification Display Area (SIDA) procedures; airport marking, lighting, and signs; reporting unsafe airport conditions; airport security techniques and operations; building maintenance and groundskeeping principles and practices; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with employees, the public, and airport tenants; airfield safety inspection procedures; operation and maintenance of specialized airport fire/rescue equipment; understanding complex laws, regulations, and guidelines; leading and directing staff; records management; building and groundskeeping practices; Microsoft Office Suite.

Education: High school diploma or GED equivalent required, supplemented with technical course work or training in electricity, mechanics, construction management, or airport operations is required. Graduation from an accredited college or university with a Bachelor's degree in Airport Management or related discipline is preferred and may be substituted on a year-for-year basis for experience.

Experience: Three years of experience working for an airport with at least one year of supervisory experience.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL). Airport Security Coordinator, Federal Airport Regulation (FAR) Part 139, Aircraft Rescue and Firefighter, and Airport Safety and Operations Specialist training/certification must be completed within six months of appointment and maintained throughout employment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work

instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Position requires additional criminal history records check by the Transportation Security Administration which includes fingerprinting.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	