



Job Title	Airport Maintenance Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	15097

Class Specification – Airport Maintenance Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise, assign, review and participate in the operations of Airport maintenance activities; to ensure work quality, adherence, and compliance to established policies, procedures, and Federal regulations; and to perform the more technical and complex tasks relative to assigned area of responsibility. Responsible for the design and maintenance of departmental programs; and performs department budget management.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Plans, prioritizes, assigns, supervises, reviews, inspects, and participates in the work of staff and outside contractors responsible for making repairs to airfield and landside, or Airport fleet vehicles. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures. Performs more technical and complex repair tasks of the work units. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline procedures.
40%	Performs detailed inspections of assigned vehicles, or airfield and landside assets to determine extent of repairs; recommends appropriate repair and replacement procedure; and determines method of repair and order of activities. Completes and processes a variety of internal and external documentation including work orders, billing statements, hazardous materials records, and personnel-related forms; and submits to appropriate groups. Coordinates with procurement to purchase parts, equipment and supplies from outside vendors; selects outside repair service providers as needed for highly advanced or time consuming repair work; and ensures that all purchasing procedures are followed.



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20%	Maintains and updates a variety of files and records; and ensures that all records are maintained in accordance with mandated requirements. Maintains current knowledge on mandated health and safety regulations; and ensures all work and materials comply with these regulations.
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Competencies Required:	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized technical training appropriate to assigned field.	
Experience: Five years of full-time experience in automotive and heavy equipment repair, public works, or aviation, including one year of administrative and/or lead supervisory experience.	



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Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
 Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:
 Exerting 50-100 pounds occasionally, 25-50 pounds frequently, and from 10-20 pounds constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Warehouse



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Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment, basic mechanic hand tools, welder, vehicle lift, portable jack, drill press, metal sheer, metal break, drills, and grinders.

Specialized Computer Equipment and Software: Microsoft Office, Veoci, M5, and specialized software relative to area of assignment.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: March 2021