



Job Title	Airport Operations and Communications Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	15099

Class Specification – Airport Operations and Communications Supervisor

Summary Statement:
 The purpose of this position is to supervise and coordinate the administration and operation of the airside and landside activities of the Colorado Springs Airport. This is accomplished by coordinating assigned activities with other airport work sections, tenants, outside agencies, and the general public; providing staff support to the airport operations manager; providing day-to-day oversight of the administrative functions; directing, coordinating, and reviewing the work of the assigned personnel; assigning work activities and projects; monitoring work flow; inspecting, reviewing, and evaluating work products, methods, and procedures; and meeting with staff to identify and resolve problems. Other duties include supervising the operations agents, senior agents, and communications dispatchers; and assisting in decisions concerning snow-removal, emergency situations, guidance on major construction projects, and complex procedure development.

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%	Ensures regulatory compliance with FAA & TSA regulations by maintaining the Airport Certification Manual, Airport Emergency Plan, and ensuring daily security logs are completed; and monitor and operate CCTV systems, and radio talk groups. Coordinates activities and services with other departments and divisions in the City and with outside agencies; inspects all airfield facilities; assists with investigating airport incidents and risk management issues to determine corrective actions; and ensures airport tenant compliance with the FAA and City rules and regulations.
30%	Ensures regulatory compliance by coordinating airport operations, security, and safety matters with tenant airlines, TSA, and other outside agencies; serves as backup signature authority; and assists in coordinating the investigations and responses to security issues with the CSPD and TSA.
30%	Performs administrative duties by responding to disputes with tenants and monitors lease compliance; coordinates enforcement of airport rules; directs, coordinates, and reviews the work of assigned personnel. Assigns work activities and projects;



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	<p>monitors work flow; inspects, reviews, and evaluates work products, methods and procedures. Meets with staff to identify and resolve problems; selects, trains, motivates, and evaluates assigned personnel; works with staff to correct deficiencies; performs special projects as assigned; attends and participates in meetings; assists in the development of the annual budget; implements discipline and termination procedures; and stays current on new innovations and trends in the aviation field.</p>
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<p>Competencies Required:</p>
<p>Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>

<p>Technical Skills Required:</p>
<p>Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>



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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: Bachelor’s degree from an accredited college or university with major coursework in aviation management, professional aeronautics, aviation administration, public administration, business administration, or closely related field.

Experience:
Three years of full-time responsible airport operations experience.

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.	
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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 Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:



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The job title assists with accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Outside
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Seasonally
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Trucks, CFME equipment, noise monitoring equipment, Emergency Location Transmitter Direction Finder, monitoring and operating phones, radios, security camera, controlled gate access systems, fax machines, computers, and technical equipment.

Specialized Computer Equipment and Software: Microsoft Office.

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: October 2014