

SUPERVISING AIRPORTS OPERATIONS OFFICER

DEFINITION

Under direction, performs advanced and complex duties related to Airports Operations management, inspections and compliance.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Operations Manager, or designee. This class exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Supervising Airports Operations Officer (SAOO) is a supervisory class assigned to the Airports Department. Depending on the assignment, incumbents perform advanced and complex duties which require extensive technical knowledge, initiative, discretion and judgment. The SAOO is responsible for the supervision of assigned staff to ensure duties are performed in accordance with established procedures and policies; oversees daily operations and regulatory programs of the Airport; and coordinates activities, inspections and maintenance on an assigned shift. This class is distinguished from Airport Operations Officers (AOO) in that incumbents of the latter perform less complex assignments and do not perform supervisory duties.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, coordinates, supervises and evaluates the work of assigned staff; administers work assignments and monitors deadlines; meets with staff to identify and resolve problems; counsels employees to correct deficiencies; recommends corrective action. Coordinates Airport operations during assigned shift ensuring the safety and security of the public, tenants and Airport staff; and may supervise airside and/or landside operations on an assigned shift.

Maintains department compliance by conforming with applicable rules, policies, laws and regulations. Monitors the activities of tenants, licensees, contractors and personnel to ensure compliance with airport standards, and intervenes when conflicts occur.

Interprets federal, state and local regulations for applicability to Department policies, procedures and daily operations. Participates in the development of a Safety Management System program for the Department, in accordance with FAA regulations.

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Monitors a variety of federal, state and local airport regulations for updates, policy changes and new regulations, such as safety, security and environmental matters; coordinates with Airports Operations Manager in determining the appropriate response or actions to be taken.

Inspects airfield, terminal, perimeter and grounds for compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Airport rules and regulations, and reports deficient conditions for correction.

Directs and participates in the inspection of terminal buildings and ground transportation facilities, including concourse, terminal, gate areas, concession areas, interior and exterior of buildings, sidewalks, loading/unloading curbs, parking lots, and public access roadways to assure the safety, security, and efficiency of terminal and ground transportation operations; and submits maintenance requests based on observations and results of inspections..

Monitors the activities of tenants, licensees, and maintenance personnel during assigned shift to ensure compliance with airport standards, policies, and regulations.

Issues and files Notices To Airmen (NOTAMS) to report all conditions that impact the safe operations of aircraft and ensures prompt communication to the FAA, air carriers, and other airport users.

Maintains a working knowledge of applicable FAR Part 139, TSA Part 1542 and other federal aviation regulations, rules and operations, and completes tasks as required to maintain compliance.

Works cooperatively with other divisions to ensure compliance with applicable aviation, safety, and security regulations; and provides frequent contact with Airport management to exchange information and concerns with respect to policies, procedures, airport activities, operating conditions, tenant relations, and FAA directives.

May occasionally escort vendors or contractors, depending upon assignment and work location.

May act as the Airport's representative until relieved by higher authority and may be required to make decisions which may have an impact on the operation of the airport, such as opening and closing the runways for evacuation of the Airport's facility.

May serve on committees and attend a variety of meetings and may assign or be assigned to administrative tasks such as revising airport rules and regulations, emergency plans, certifications manuals, security plans, and training programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Federal, state, and local regulations governing the operation of public airports.

Principles and practices of airport operations, airport security, and aviation management.

Principles and practices of building, grounds, and airfield inspections.

Aviation safety principles, methods, and techniques.

Customer service and public relations practices and procedures.

Communication principles and practices to elicit cooperation and/or present explanatory or interpretive information.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Skill to:

Operate modern office equipment including computer equipment.

Safely operate City vehicles and safely work around aircraft, moving equipment, and facility environments.

Ability to:

Supervise, train and evaluate professional and technical personnel.

Interpret, apply and explain FAR Part 139, TSA Part 1542, and other federal, state, and local rules, regulations, standards and requirements governing air traffic, commercial and general aviation, airport safety and security, airport and movement area, operating and maintenance standards, and other relevant matters as directed.

Analyze data from a variety of sources.

Exercise initiative and sound judgment and make decisions accordingly. Maintain a daily log of significant events and pertinent matters and report matters to Airport management.

Interpret and apply airport regulations, legislation, and guidelines.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Work effectively with the public, both in groups and/or as individuals. Express oneself clearly, both in oral and written form.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely over the radio in accordance with FAA established air traffic control communication procedures.

Follow written and oral instructions.

Operate modern office equipment, and a variety of word processing and software applications.

Safely perform duties in the vicinity of aircraft, moving equipment, and facility environments.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Aviation Science, Airport Management, or closely related field; **AND** two (2) years of experience in airports operations, which included compliance and facility inspections.

Special Requirement(s):

Eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license is required at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: _____ DATE: _____
Signature on File 09/23/16
Director of Personnel Services

New Class: 09/22/16