

## AIRPORTS PROJECTS SUPERVISOR

### Class Definition

Under general supervision, administers FAA regulations, advisory circulars, security requirements and federal grant applications for airports facilities development; supervises assigned personnel involved in a wide variety of capital projects at City airport facilities.

### Distinguishing Characteristics

Airports Projects Supervisor is a single position, first-line supervisory class assigned to the Department of Transportation, Airports. Reporting to a division manager, the incumbent plans, coordinates and supervises personnel engaged in technical activities related to airports projects. This class is distinguished from Senior Engineering Technician in that incumbents of the latter perform complex and highly technical work and may provide lead direction to lower-level personnel.

### Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises the work of staff engaged in engineering related activities involving the design and development of airports and related street improvements, construction projects and other services as may be necessary for airports operations.

Coordinates airport projects with other City departments as may be necessary for project design and final project approvals; prepares reports to the City Council related to project administration and award of construction contracts.

Plans, coordinates, and supervises activities relating to water and sanitary sewer systems planning, design, and development at the City's airports.

Coordinates the selection process of consultants for airports capital improvement projects.

Prepares FAA grant applications including project parameters, descriptions, and estimates necessary for obtaining federal funding.

Coordinates airport's Noise Compatibility Program through design and construction.

Consults with airport land developers, private sector project representatives, and aviation representatives on project requirements and processes.

Coordinates the implementation of projects within the Fresno Air Terminal Redevelopment Area (FATRA), and other Redevelopment Areas on airports property for blight removal and preparation of

the area for redevelopment.

Reviews utility easement documents, right-of-way easements and navigation easements necessary for airport development.

Supervises the implementation and administration of geo-based, City-wide geographic information systems for utilization by the Department of Transportation, Airports Operation.

Prepares reports and makes recommendations on airports activities.

Represents the Airports Projects Section and Airports Operations in meetings with other departments, agencies and the public.

Prepares Capital Projects budget and Airports Projects Section budget for inclusion into the Airports Operation budget.

Provides direction in the preparation and recommendation of departmental programs and procedures for technical matters.

Assists in the preparation and recommendation of policy statements, administrative procedures, and code changes relating to engineering functions.

Plans, coordinates, supervises, and evaluates the performance of airport technical and clerical personnel.

Performs related duties as required.

#### *Knowledge, Abilities and Skills*

Considerable knowledge of civil engineering techniques and practices.

Considerable knowledge of modern methods and techniques used in the design, construction, and maintenance of airport facilities and public works projects.

Knowledge of FAA airport criteria, design requirements, and familiar with FAA Advisory Circulars, and related City codes, policies, standards and practices.

Knowledge of engineering mathematics, computer assisted design and drafting software, Geographical Information Systems software, Database software, and Project Management software.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to carry out assignments given in general terms and to exercise considerable independent judgment in the performance of assigned tasks.

Ability to plan, administer and supervise staff engaged in technical activities.

Ability to research, compile, analyze, and draw sound conclusions from technical and other complex data.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials and to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Three years of experience at an airport of comparable size (small hub) or larger with commercial and air cargo operations administering FAA regulations, advisory circulars, security requirements and federal grant applications for airports facilities development, or a wide variety of capital projects, which included, or is supplemented by, two years of lead/supervisory experience.

*Necessary Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

**APPROVED:** (Signature on File) **DATE:** 9/27/1999  
Director

ATS:GAK:JC:sas:09/24/99