

AIRPORTS PROPERTY SUPERVISOR

DEFINITION

Under general direction, plans, coordinates, and participates in the day to day operations related to Airports Properties management functions, Airports Properties support staff, and t Fresno Chandler Executive Airport, based upon assignment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Properties Manager or designee. Exercises supervision for assigned staff.

DISTINGUISHING CHARACTERISTICS

The Airports Property Supervisor class is assigned to the Airports Properties Division of the Airports Department. The incumbent is a first line supervisor responsible for coordinating and maintaining all procedures and policies relating to property management and the supervision and direction of Properties staff, and may include oversight of the airside and landside functions of Fresno Chandler Executive Airport (FCH), as assigned. This class is distinguished from Airports Property Specialist in that the latter is the journey level class in the Airports Properties Division and incumbents do not perform supervisory duties.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Supervises the operations related to Airports property management, and/or to the operations and maintenance of FCH, including the respective staff, for the Airports Department.

Schedules and coordinates assigned staff.

Provides information on airport property to assist in the negotiation of agreements with airport tenants, prospective tenants and users; establishes and maintains liaison with airport tenants and users concerning property management matters and ensures compliance with applicable laws, rules and regulations.

Evaluates the work of assigned staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Provides information in the coordination of contract provisions with City Attorney, Risk Management and other department and City representatives affected by airport leasing activities.

Assists in the recommendations and implementation of marketing programs for Airports Department properties; coordinates such efforts with other affected City representatives and outside agencies.

Makes recommendations regarding environmental, insurance and other potential major liability issues.

Supervises the maintenance of current data-based lease management and billings system.

Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Air transportation industry, including the functions and operations of other agencies, organizations, tenants and users as they relate to airports.

Federal laws and Federal Aviation Administration regulations, orders and standards affecting the development, use and management of airport properties and facilities.

Airport planning and development concepts as they apply to property and facility requirements and uses.

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

Contract provisions used in airport lease and operating agreements.

Skill to:

Operate a computer and related software applications.

Safely operate a vehicle.

Ability to:

Plan, organize and supervise the work of assigned personnel.

Establish and maintain effective working relationships with staff, management, City officials, other agencies, tenants, users, and the public.

Collect, compile, analyze, and interpret data.

Interpret, apply and explain applicable laws, codes, ordinances, policies, procedures, rules and regulations.

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

Make clear and persuasive oral presentations.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in aviation management, public administration, business administration or closely related field;

AND

Two (2) years of experience in commercial property management and airport operations; one year of which included lead experience; **OR** two (2) years of experience in commercial property management and contract compliance work which involved contract investigation and administration, one year of which included lead experience. Qualifying experience may be substituted for the required education on a year-for-year basis.

Recruitments may be limited to a specific operations area of expertise as required by operational needs.

Special Requirement(s):

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

Successful completion of a Federal Aviation Administration (FAA) 10-year employment history verification, which may include a criminal history records check, is required prior to appointment.

APPROVED: *Signature on File* DATE: 10/12/16
Director of Personnel Services