

AIRPORTS OPERATIONS SUPERVISOR

DEFINITION

Under direction, performs advanced and complex duties related to Airports Operations management, inspections and compliance; and acts with general supervisory oversight over all Airports operational issues and functional areas on an assigned shift as designated by the Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Operations Manager, or designee. This class exercises supervision over assigned staff and provides general supervisory oversight of ~~other~~ all functional areas when required as designated by the Director.

DISTINGUISHING CHARACTERISTICS

Airports Operations Supervisor (AOS) is a supervisory class assigned to the Airports Department who is designated and empowered by the Director as airport enforcement officer to regulate airport activities, safety rules and the general operation of the airport. The Airport Operations Supervisor shall at all times have authority to take such action as may be necessary in the handling, conduct and management of the staff, and the public in attendance at the airport. Ensuring that any condition affecting the overall operation of the Airports are addressed in a timely and effective manner.

Depending on the assignment, incumbents perform advanced and complex duties which require extensive technical knowledge, initiative, discretion and judgment. The AOS is responsible for the supervision of assigned staff and the entire operation including safety, security, facilities, and passenger experience to ensure duties are performed in accordance with established procedures and policies; oversees daily operations and regulatory programs of the Airport including direct oversight of staff in the Communications Center; and coordinates activities, inspections and maintenance on an assigned shift. Additionally, this class is required to respond to emergencies on and off the airfield and coordinates emergency response, integrating the operations division to unified command. This class coordinates with the Airport Fire and Law Enforcement divisions as part of their primary duties, following the NIMS / ICS structure. Incumbents will be assigned to work rotating shifts including nights, weekends and holidays.

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 including oversight of activities in the Communications Center; and may supervise airside and/or landside operations on an assigned shift.

Maintains the airports daily operational activity log of all relevant operational, and emergency events. Completes incident reports.

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.

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, coordinates 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 airport personnel during assigned shift to ensure compliance with airport standards, policies, and regulations and ensures an accurate log of events is compiled and distributed daily.

Issues and files Notices To Air Missions (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, the Airport Security Plan (ASP), and other federal aviation regulations, rules and operations, and completes tasks as required to maintain compliance and safety.

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 and TSA directives.

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

Acts 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.

Serves 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, training, and other programs and requirements under FAR Part 139 or involving the operation of the Airports.

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/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 including computer hardware and software applications.

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

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor' s degree from an accredited college or university in Aviation Management, Aviation Science, Airport Management, Business Administration, Public Administration, Communications, or closely related field

Experience:

Two (2) years of experience in airports operations at an FAA Part 139 certificated airport, which included Part 139 program management, compliance and facility inspections. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Prior to appointment, positions in Airports require successful completion of a Federal Aviation Administration (FAA) 10-year employment history verification, which includes a criminal history records check.

Possession and continued maintenance of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: _____ (Signature on File) _____ DATE: 9/03/2024
Director of Personnel Services

New Class: 09/22/16
Revised: TJM:vp 8/29/2024