



# City of Watsonville

## Job Description

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**JOB TITLE:** Airport Operations Supervisor

**DATE APPROVED:** August 29, 2017

**DEPARTMENT:** Airport

**SUPERSEDES:** N/A

**REPORTS TO:** Airport Director

**SUPERVISION:** None

**EMPLOYEE UNIT:** Mid-Management

**FLSA :** Exempt

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### **JOB SUMMARY:**

Employees in this classification receive minimal supervision within a broad framework of policies and procedures.

In the Supervisory role employees in this job class direct, coordinate, supervise, and formally evaluate the work of Airport Operations Specialists in a full supervisory capacity. This job class, in the supervisory role, is responsible for the successful day-to-day operations of the airport and functions at a full supervisory level of classification.

In a Planning and Project role the employee plans, directs, and coordinates construction of airport facilities, is responsible for managing specific projects within the airport, which include coordinating the work of contractors, consultants, designers, and recommending the most appropriate planning options.

Under general supervision, the incumbent has demonstrated competence in all tasks and duties of an Airport Operations Specialist series. Airport Operations Supervisor is the senior airport operational position within a Airport Operational Specialist "Crew" or "Team". Regardless of the supervisory role or planning and project role this position requires a variety of technical general aviation operational skills in accordance with FAR Order 5190.6B (Compliance manual) and FAA 150/5300-13A (Airport Design), Emergency Planning, Operational Readiness, Wildlife Management, Waivered Airspace Operations and Basic Airport Layout and NOTAM issuance.

### **DISTINGUISHING CHARACTERISTICS**

The Airport Operations Supervisor works under the immediate supervision of the Airport Operations Manager or Assistant Airport Manager within the Municipal Airport department. A key characteristic of this position is demonstrated performance in the Airport Operations Specialist III role. The Airport Operations Supervisor is a generalist classification performing varying supervisory actions ranging from basic daily operational support to advanced projects with responsibilities for resources and accompanying budgets and equipment. The Airport Operations Supervisor ensures the direct reports define projects, develop and implement plans, manage assigned budgets, marshals equipment and meets training targets. The incumbent performs the full range of advanced supervisory duties as stated in the examples listed in "Essential Duties" below.

## **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Organizes, directs, schedules, trains, and formally evaluates the work of an Airport Operations crew
- Ensures the safe and proper operation and maintenance of airport runways, lighting, and other equipment/grounds in accordance with F.A.A. rules and regulations; inspects grounds and checks instruments, fuel tanks, lights, etc.
- Supervises the safe and proper provision of services to airport users including radio services, weather information, and fueling services
- Performs a variety of airport operations and maintenance duties which may include fueling aircraft, operating F.A.A. radio station, and maintaining grounds and equipment
- Maintains a variety of records and logs related to airport operations and services
- Ensures the security of the airfield and aircraft
- Assists in the preparation of the airport operations budget
- Observes air traffic for safe compliance to F.A.A. rules and regulations; reports and takes appropriate action on unsafe aircraft or vehicle operations or continued airport violations
- Maintains good public relations with airport users and the public; conducts tours of the airport
- Responds to emergency situations and assists in coordination efforts with other agencies
- Performs related duties similar to the above in scope and function as required Phasing Plans (CSPP).
- Supervises the collection, sampling and processing required by the Municipal Airport's Storm Water Pollution Prevention Program (SWPPP).

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Federal, state, and local regulations and policies concerning airport safety and security
- City of Watsonville Municipal Code Airport Chapter ordinance
- Airport and FAA regulations, policies and procedures relating to airport

### **Ability to:**

- Communicate effectively and to speak clearly using correct English, enunciation, diction and voice modulation. Communicate effectively both orally and in writing.
- Comprehend written technical material relating to airport operations and emergency operations. Read and comprehend technical publications and regulations.
- Keep routine records. File/maintain records and reports ensuring completeness and accuracy.
- Read, understand and apply contract agreements, Airport, and City rules, regulations and MOU's.
- Work independently within established guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Operate efficiently and effectively while dealing both with challenging emergency and non-emergency situations.
- Work effectively with others under stressful situations. Resolve conflicts effectively.
- Complete American Association of Airport Executives (AAAE) Airport Safety and Operations Specialist (ASOS) Basic and Advanced Schools
- Possess (AAAE) Airport Certified Employee (ACE) Operations certification
- Work extended periods, beyond normal schedule, in the event of operational or safety requirements.
- Work at least one weekend day and if required serve in a Stand by or On call role
- Comply with Municipal Airport Rules, Policies and Procedures

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Speak clearly and understandably in the operation of communications equipment (radios, telephones, etc.) Operate technical equipment such as two way radio, scanner.
- Operate multiple and semi-automatic computerized telephone answering systems.
- Operate a personal computer/tablet and compatible standard office software.
- Use and care for power and hand equipment and tools.
- Visibly distinguish between red, white, blue, green, yellow, and amber lights.
- Operate office equipment, computers, hand held electronic tablets, and a variety of word processing and software applications.
- Safely and effectively operate light and moderately heavy maintenance and construction equipment
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs. Additionally be able to:
  - ✓ drive an automobile and operate heavy equipment
  - ✓ hear adequately to converse on the telephone, radio, cellular phone, and in person
  - ✓ use a computer keyboard
  - ✓ intermittently bend, twist, and reach
  - ✓ get in and out of a truck
  - ✓ safely and effectively work on ladders and tall structures
  - ✓ climb up and down ladders and stairs.
  - ✓ grasp with right and left hands.
  - ✓ use fine hand manipulation.
  - ✓ hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
  - ✓ walk on uneven surfaces.
  - ✓ work outside in inclement weather
  - ✓ may operate equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
  - ✓ work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
  - ✓ distinguish colors, have adequate vision to perform essential duties
  - ✓ reach above and at shoulder height
- Operate Aviation Communications Radios, both handheld and fixed based
- Safely drive and operate fuel trucks
- Operate over-the wing and single point refuelers mechanisms for aircraft
- Accept fuel deliveries, including confirming Quality control testing
- Operate aircraft tugs both manual and automated
- Interpret Light Gun Signals both airborne and ground based aircraft
- Ability to, per ICAO standards:
  - Pronounce and communicate via ICAO alphabet
  - Read and understand airfield markings and signage
  - Marshal aircraft

## **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

Associate's degree in a related field PLUS four (4) years of airport operations experience which includes one of the following areas:

- Two (2) years as Airport Operations Specialist III
- AAAE's ASOS basic and Advance class completion
- AAAE's Airport Certified Employee (ACE) designation

or

Five (5) years General Aviation airport supervisory operations, maintenance, general construction, implementation of safety programs or experience with a Fixed Based Operator (FBO) or Specialized Aviation Service Operation (SASO) and

- AAAE's ASOS basic and Advance class completion
- AAAE's Airport Certified Employee (ACE) designation

## **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record
- California Class A Driver's License is highly desirable