



Airport Operations Supervisor

Category: Classified
Pay Grade: C22
Job Code: 22710

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs administrative, technical, and supervisory work in the airside, landside, and terminal operations of the St. Petersburg-Clearwater International Airport and a variety of important duties in developing and carrying out departmental programs to ensure effective passenger and public services.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Compiles and monitors flight schedules and gate assignments, responds to all airport emergencies, plans and coordinates airport safety and security programs, and implements and monitors noise abatement program;
- Supervises airport support personnel;
- Coordinates daily flight operations;
- Remains current with FAA regulations, ensures that the airport complies with regulations, and assists in the coordination of amendments as necessary;
- Maintains and updates airport security manual and operations manual, as required, and Airport Certification Manual;
- Assists management in planning, implementing, and programming and issues NOTAMs (notices to airmen) and pilot advisories as necessary;
- Performs daily and nightly airfield inspections as required by FAA certification;
- Oversees wildlife issues while meeting the requirements of the Wildlife Hazard Management Plan including the use of firearms and explosives to harass and depredate wildlife as required by the FAA certification;
- Escorts contractors and other personnel without proper credentials to complete required work;
- Performs data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Prepares performance evaluations, issues counseling forms/disciplinary actions, handles employee complaints and grievances, and recommends the hiring, termination, and promotion of staff;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of airport operations management experience at a small hub airport that includes team lead, supervisor, or supervisory training; or an Associate's degree in business or public administration or completion of a two year vocational or technical program in a field related to the aviation industry and three (3) years of experience as described above; or a Bachelor's degree in a related field and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles of airport management and FAA rules and regulations;
- Knowledge of the principles and practices of public and business administration.
- Ability to effectively supervise and train subordinate employees;
- Ability to use independent judgment and to act decisively in emergencies;
- Ability to enforce compliance with regulations and established programs;
- Ability to exercise judgment and discretion in establishing, applying and interpreting policies and procedures;
- Ability to communicate effectively orally and in writing;
- Ability to use small office equipment and computers;
- Ability to use small, medium, and heavy equipment and machinery;
- Ability to oversee the implementation of capital improvement plans, new technology systems, and major construction projects.

PHYSICAL/MENTAL DEMANDS

This is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.