

## AIRPORT OPERATIONS SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for overseeing employees on different shifts engaged in monitoring and controlling airport use and responding to real or potential emergency situations and assuring adherence to appropriate Federal, State and County laws at the airport. This position differs from that of other airport operations positions by virtue of the supervisory responsibility and the degree of independent judgment necessary in the performance of duties. The work is performed under the general supervision of the Commissioner of Aviation or Deputy Commissioner of Aviation. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Schedules shifts for assigned personnel ensuring adequate coverage for airport operation;

Observes work in progress and that which is completed to ensure adherence to instructions, guidelines and schedules;

Investigates complaints regarding personnel and takes appropriate action to avoid repetition;

Instructs Airport Operations Specialists in the activities and tasks to be performed and answers their questions concerning procedures;

Writes specifications for the purchase of capital and ancillary emergency equipment;

Oversees and conducts regular inspections of airfield runways, taxiways, lighting, security, tenant and concessionaire leased areas, public areas of roadways, parking lots and grounds;

Inspects aircraft movement areas with airline representatives, reporting discrepancies and following up to see that corrective action is taken;

Closes airfield or portions thereof in accordance with Federal Air Regulation rules and periodic advisory circulars;

Maintains liaison with airport tenants, aeronautical users, FAA and other county departments involved with the airport;

Reports on airport maintenance and construction projects;

Initiates corrective action when conflicts with users develop;

Supervises "friction measurement" reports and disseminates same to the FAA and airport users when conditions warrant;

Initiates airport emergency and foul weather plans when required;

Acts as the on-scene commander during emergencies;

Prepares and maintains all required reports relating to field conditions, equipment status and training;

Has responsibility for the coordination of tours and open house activities in airport facilities.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of safety considerations in the operation of a commercial airport;

Thorough knowledge of safety precautions used in airport construction and maintenance work;

Good knowledge of the principles and procedures involved in the operation of a commercial airport;

Good knowledge of Federal rules and regulations affecting airport operations;  
Working knowledge of modern principles and practices of supervision and management;  
Ability to work under demanding conditions, analyze situations and make decisions rapidly and decisively;  
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;  
Ability to prepare and present concise oral and written reports;  
Ability to maintain effective working relationships with employees and the public;  
Ability to handle public relations problems courteously and tactfully;  
Ability to give clear and concise oral instructions;  
Good powers of observation;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in aviation management, aeronautical studies or related field and two years of airport operations or aircraft rescue and firefighting experience at a commercial airport; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in aviation management, aeronautical studies, or related field and four years of airport operations or aircraft rescue and firefighting experience at a commercial airport; OR
- C) Graduation from high school or possession of a high school equivalency diploma and six years of aviation operations or aircraft rescue and firefighting experience at an airport with scheduled air service or at a military aviation facility; OR
- D) An equivalent combination of training and experience as indicated by the limits of A), B) and C) above.

**SPECIAL REQUIREMENTS:**

- 1) Possession of a NYS Emergency Medical Technician Certificate is required within one year of employment.
- 2) Completion of the NYS Basic Firefighter Training Course is required within one year of employment.
- 3) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.