

Code: 7001
Operation and Construction Service
River, Harbor and Transportation Group
Airport Operation Series

CLASS TITLE: Superintendent of Operations

CHARACTERISTICS OF THE CLASS: Under direction, develops, coordinates and directs the maintenance operations of the airfield section at a municipal airport; and performs related duties as required.

EXAMPLES OF DUTIES: Directs the coordination of runway and taxiway closures during construction, repair, snow removal or emergency situations; develops and manages the snow and ice control program at the airport; monitors the safety condition of runways, taxiways, ramps, hangars and cargo areas of the airport; compiles and initiates safety notices for violations at the airport; coordinates the issuance and cancellation of NOTAMS relating to construction in the airfield section with the planning section; coordinates activities during emergency situations with other City departments; supervises subordinate personnel in general housekeeping and property maintenance of exterior airport property and facilities; compiles and forwards information on manpower, facilities, facilities management and budgeted expenditures to the Airport Manager; attends meetings on the progress of airport expansion construction projects; disseminates information downward to section heads.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible airfield operations experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of federal, state and City regulations governing airport operations. Considerable knowledge of the methods and practices utilized in general airport maintenance, operation and repair functions. Considerable knowledge of airport emergency procedures.

Ability to plan, organize and direct the work of subordinates. Ability to exercise good judgment in evaluating situations and making decisions. Ability to deal effectively with public officials, employees and the general public.

Working skill in oral and written communication. Working skill in the application of methods and practices utilized in general airport maintenance and operation. Working skill in monitoring the safety condition of runways, taxiways, ramps, hangars and cargo areas at the airport.

April, 1991