

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Landside/Facilities Maintenance Supervisor	<b>DATE:</b> 3/4/2025
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Maintenance & Operations/Maintenance Manager	<b>GRADE/LEVEL:</b> 19 (Non-exempt)

**Position Summary** (Primary Function)

This position exists to supervise the staff and programs for Landside and Facility Maintenance in compliance with Federal Aviation Administration (FAA) and other federal, state, and local regulations required to operate the Asheville Regional Airport (AVL). This position supervises and directs the work of Airport Maintenance Technicians (leads, skilled, and unskilled) and oversees their professional development and goal achievement. This position plays a primary role in the oversight and coordination of all daily tasks for corrective, preventative, predictive, and proactive maintenance for all landside and building facilities. Under emergency situations, reacts quickly and calmly to protect persons, property, and ensures compliance. Requires effective skills to lead and motivate a diverse staff, exercises considerable independent judgement and initiative, and maintains effective working relationships with stakeholders and the public.

**Position Responsibilities** (Essential Functions)

- Provides supervision for and participates in the oversight and coordination of all daily tasks for corrective, preventative, predictive, and proactive maintenance for all landside facilities, grounds, and buildings. Areas of work include, but are not limited to, Central Energy Plant, airport facility buildings including, but not limited to the airport terminal, Air Traffic Control Tower, airport parking facilities, HVAC, plumbing, electrician, locksmith, landscaping, and more, ensuring compliance with all Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and other applicable federal, state, airport authority, and local regulations and safety standards. Assists in establishing policies and procedures and practices governing the maintenance and repair of all airfield facilities and equipment. Maintains all records, reports, and logs, as required.
  - Supervises and directs the work of Airport Maintenance Technicians (leads, skilled and unskilled). Oversees the professional development of staff to support their overall engagement, development, and goal achievement. Ensure all employees have proper training and tools to effectively and efficiently perform their duties. Mentor, motivate, and lead assigned employees in alignment with Greater Asheville Regional Airport Authority (GARAA) Vision, Mission, and Core Values. Participates in recruitment, hiring, on-boarding, training, coaching, counseling, disciplinary and termination processes of employees. Ensures compliance with all GARAA rules, regulations, policies and directives. Delivers employee performance reviews by established dates. Formulates comprehensive and concise instructions/procedures/directives in both oral and written form. Develops staff and work schedules, assigns, tracks, and inspects work for quality, effectiveness, and cost.
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- Monitors preventative maintenance programs, work order systems, and inventory management systems. Prepares and maintains a variety of records and reports. Coordinates with stakeholders and tenants for work orders and facility maintenance and ensures work is completed in a compliant, timely manner. Assists in developing and monitoring a preventative maintenance program for the Airport facilities and grounds. Prepares and ensures logs, records, notifications, etc. are completed per standard operating procedure.
  - Responsible for oversight of the Central Energy Plant including maintaining, operating, and repairs of building and facility equipment related to the heating and cooling hydronic networks, control systems, and mechanical components. Responsible for the operations and maintenance of all facility generators. Responsible for the operation and maintenance of the building management system including the electrochromic glass features and smart restroom technology. Ensures all plumbing components and hands-free features are maintained and operable.
  - Ensures department compliance with all applicable Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Performs duties as required for the AVL Safety Management System (SMS) Program and participates as a member of the Safety Committee. Ensures proper procedures for control of hazardous chemicals, materials, and waste within area of responsibility. Coordinates training; identifies training needs and sources. Ensures all airfield maintenance employees obtain and maintain their Airfield Movement Area driving privileges and ensures employees maintain required licenses and certifications.
  - Collaborates and coordinates with other Airport divisions to ensure the continuity of the airport operations and federal compliance. Works with Airport Operations and Planning to ensure all work is in compliance with FAA Part 139, TSA Part 1542 and pertinent Advisory Circulars; identifies hazards and implements mitigation strategies. Maintains effective working relationships with internal and external stakeholders, tenants, and the public, ensuring exceptional customer service.
  - Assists with budget projections, develops cost estimates, assists in preparing departmental budget. Prepares bid specifications, plans and purchases equipment, materials and tools necessary for the department. Leverages contract providers for support, orders, and bid specifications. Participates in short-and long-range planning for capital facilities and needs.
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- Supervises snow and ice removal for all airport facilities and grounds; serves as the Snow Boss for assigned shift. Ensures snow and ice removal are performed in accordance with FAA standards, the Snow and Ice Control Plan, and ACM requirements. Responds to and participates in airport emergencies and irregular operations; takes charge until relieved by a higher authority. Reacts quickly, calmly, and exercises independent judgement and initiative to protect persons, property, and ensures compliance. Conducts and participates in required emergency response training and exercises related to airport operations, emergencies, and security.
- Serves as alternate for the Airfield Maintenance Supervisor.
- Other duties, as assigned.

### **Education Requirements** (Evaluation Factors: Skills, Education, Experience, Ability)

- Associate's degree in business or skilled trade; or any combination of education and relevant work/industry/military/job specific experience that produces the required knowledge, skills, and abilities to successfully perform the essential job duties/responsibilities.
- A.C.E. Certifications preferred.
- Skilled trade certification, preferred.

### **Experience Requirements**

- Minimum 5 years' work in a maintenance capacity.
- Minimum of 1 year direct supervisory experience required.
- Experience and/or training in FAR Part 139, preferred.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of the principles and techniques of carpentry, masonry, mechanical, electrical, electronic, locksmith, welding, and plumbing trades.
  - Knowledge of airport operations, FAA standards, occupational hazards, and safety precautions.
  - Knowledge of pavement maintenance procedures and principles.
  - Knowledge of landscaping practices and principles.
  - Knowledge of equipment and tools maintenance and repair practices.
  - Knowledge of building management systems.
  - Knowledge of Federal Aviation Regulations (FAR) Part 139 and associated Advisory Circulars, Airport Authority ordinances, regulations and directives.
  - Knowledge of other applicable federal regulations including FAR Part 77, Transportation Security Regulations Part 1542.
  - Knowledge of snow removal methods as mandated by the FAA.
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- Skills to communicate effectively orally and in writing.
- Skills to efficiently manage multiple priorities, tasks, and employees for extensive maintenance operations.
- Skills to effectively lead and motivate a diverse staff.
- Skills to develop creative new programs and activities.
- Effective organizational and computer skills.
- Ability to prepare and effectively maintain budgets and budgetary controls.
- Ability to actively pursue and develop new ideas, methods and procedures to meet changing situations.
- Ability to evaluate and make comprehensive recommendations to resolve operational/facility problems and/or malfunctions.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, airport tenants, federal partners, co-workers and the public, and represent the airport in a positive and professional manner.
- Ability to respond calmly and effectively in emergencies, and effectively manage sensitive and tense situations.
- Ability to demonstrate initiative, creativity and innovative thinking in a rapidly changing work environment.
- Knowledge of door hardware, panic hardware, and the Best Lock keying system.

### **Physical requirements**

- Works in a combination of inside and outside environments and spends about 75% of the time sitting, standing, and walking.
  - Requires frequent bending, twisting, stooping or turning.
  - Occasional lifting up to 50 pounds is necessary.
  - Subject to environmental conditions such as extreme hot and cold weather.
  - Must be able to operate and monitor communications equipment, such as data terminals, computers, radios and telephones.
  - Must be able to climb and descend stairs, perform inspections on foot and in a vehicle, operate various features of the landside facilities, including snow removal equipment, tractors, lighting, security gates, heavy equipment, painting equipment, etc.
  - May be exposed to chemicals, fumes, solvents, machinery, moving objects/vehicles, dust, slippery/uneven surfaces, narrow passageways and excessive noise.
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**Sensory Requirements**

- Color distinction
- Peripheral, near and distance vision
- Depth perception
- Smell
- Touch
- Hearing

**Licenses/Certifications Required**

- Valid driver license required
- Forklift operator's certification or ability to obtain
- Commercial Driver's License, preferred
- License/certification in high voltage electrical work, preferred

**Other Requirements**

- Primarily works 1<sup>st</sup> shift M-F and hours may be changed for operational requirements.
  - Work required at other times for supervision, training, special events, irregular operations, inclement weather, and emergencies.
  - Subject to emergency call backs for work.
  - This position is deemed essential.
  - Primary job functions require in-person/on-site work.
  - This position is subject to on-call work and holiday work.
  - This position is required to be onsite for snow events.
  - Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.
  - Must obtain and maintain Movement Area Driver's endorsement within 90 days of employment.
  - This position must have a valid driver's license at all times and be able to drive to various locations, on and off-airport premises.
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