

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Airport Operations Supervisor II	DATE: 03/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Director of Operation and Maintenance	GRADE/LEVEL: 6 (Exempt)

Job Summary (Primary Function)

This position supervises and controls airside and landside activities, security, and terminal operations, as well, as directs internal and external staff. Serves as a liaison with airline customers and government agencies such as TSA, FAA. This position coordinates with a variety of airport officials in determining needs and priorities. Work requires significant independence and initiative, and a significant knowledge of terminal, grounds, airfield maintenance practices and FAA and TSA regulations. Duties are performed under the general supervision of the Director of Operations and Maintenance and is evaluated through conferences, inspection of work, and reports for quality, appearance, functionality, and safety.

Job Responsibilities (Essential Duties)

- Prepares and implements reports and assists and represents the Director of Operations and Maintenance as necessary.
- Assists in developing schedules and coordination of airfield construction activities.
- Responsibilities include updating the Airport Certification Manual and familiarity with CFR Part 139 and 49 CFR Part 1542.
- Plans and coordinates all airfield driver training and other mandated programs, issues notams, coordinates snow removal, charter flights and special events. Resolves questions or disputes with airport users and tenants.
- Evaluates and reports on emergency situations or inclement weather situations. Updates and revises manuals, governmental advisory circulars and forms used by the airport.
- Assists with the development and administration of the budget.
- Participates in long and short-range planning for capital facilities, expansions, and needs.
- Work requires knowledge of and skill in airport security practices.
- Assists in establishing policies, procedures, and practices governing the operation of airport terminals, runways, taxiways, non-movement areas, roads, residential properties, commercial properties, and grounds.
- Maintains current knowledge of all Greater Asheville Regional Airport Authority rules, regulations, and policies.
- Coordinates with maintenance employees on electrical repairs of airfield and street lighting; janitorial maintenance of main terminal; maintaining grounds and repairs to baggage conveyors.
- Recommends and assists the Director of Operations and Maintenance with budget projections, develops cost estimates, assists with preparing the annual departmental budget; prepares bid specifications in consultation with other staff; plans and purchases equipment, materials, and tools needed by the department.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.



GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Airport Operations Supervisor II	DATE: 03/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Director of Operation and Maintenance	GRADE/LEVEL: 6 (Exempt)

- Prepares and maintains a variety of records and reports including time, leave, and other personnel records.
- Ensures compliance with FAA operations and maintenance requirements.
- Hearing officer for violations of airport rules and regulations and airport ordinances.
- Facilitates and coordinates air space studies to ensure compliance with FAR Part 77.
- Participates as a member of the Airport Certification, and Safety Teams, and coordinates maintenance and repair as outlined in the FAA Part 139 Airport Certification Manual.
- Performs related tasks as required.

Education Requirements (Evaluation Factors: Skills, Education, Experience, and Ability)

- This position requires a Bachelor's degree in one of the following Aviation Management, Business Administration, or a related field.

Experience Requirements

- Supervisory or management experience or any combination of education and experience that produces the required knowledge, skills, and abilities.
- 3 to 5 years of work experience in the aviation sector.

Skills and Abilities

- Considerable knowledge of safety regulations, occupational hazards, and related safety precautions.
- Good computer skills.
- Ability to evaluate programs, prepares concise organized reports, and communicates clear oral instruction.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to plan, organize, and set priorities with subordinate staff and to motivate, communicate, provide leadership, and provide performance coaching.
- Excellent verbal and written communication skills and interpersonal skills.
- Ability to manage multiple projects simultaneously.

Supervisory Responsibility

- Works under the general supervision of the Director of Operations and Maintenance. Supervises the operations and communications staff.

Licenses Required

- Maintains a Valid North Carolina driver's license.

Certifications Required



GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Airport Operations Supervisor II	DATE: 03/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Director of Operation and Maintenance	GRADE/LEVEL: 6 (Exempt)

- Certified Member of the American Association of Airport Executives or ability to obtain within 2 years of appointment.

Latitude/Independent Judgment/Accuracy

- Position warrants considerable independence and initiative in decision making.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

Working Conditions

- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Must be able to drive to various locations on and off airport premises.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Work hours vary and are assigned as needed to meet operational requirements.
- This position is on-call 24 hours a day, seven (7) days a week. Employees in this position may have to work holidays or longer hours to complete responsibilities and assignments.

Other Requirements

- Assists Snow Boss and coordinates snow and ice removal for the airport.
- Ability to instruct and train airport employees in the area of airfield driver procedures.
- Ability to prepare and maintain the airport certification, emergency, security, wildlife, and ground transportation plans.
- Must be able to complete and pass a background investigation as required by the Federal Government.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Airport Operations Supervisor II	DATE: 03/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Director of Operation and Maintenance	GRADE/LEVEL: 6 (Exempt)

APPROVAL SIGNATURES:

_____ Date: _____
Department Director

_____ Date: _____
Director of Administration

_____ Date: _____
Deputy Executive Director, Development & Operations

_____ Date: _____
Executive Director

