



AIRPORT AIRFIELD MAINTENANCE SUPERVISOR
DEPARTMENT: AIRFIELD
DIVISION: OPERATIONS AND MAINTENANCE
GRADE: N120

CHARACTERISTICS OF THE JOB

Under the general supervision of the Airport Assistant Director of Airport Operations & Maintenance, the incumbent will plan, coordinate, direct, and evaluate the work of Airport Maintenance personnel, specifically those assigned to the airfield. As a working supervisor, the incumbent will be engaged in regularly planned activities, airfield inspections, emergency activities and preventive/corrective maintenance to ensure a safe and efficient operation of the Airport. positions. The responsibilities of this position will include communication and analysis of facts and observations to assist management in decision-making. This position also serves as a backup to other functional supervisor areas and is expected to be proficient in a wide range of grounds maintenance and fleet maintenance.

ESSENTIAL JOB FUNCTIONS:

- Trains new maintenance personnel and oversees/assigns work for airfield maintenance employees as necessary.
- Supervises and gives technical direction and performs maintenance, repair and replacement of Airport grounds.
- Oversees and elevates Airport Fleet Maintenance duties to include coordination and prioritization of work based upon emergency needs and regulatory requirements.
- Coordinates scheduling for airfield maintenance employees.
- Works with Operations and Maintenance management on employee evaluations
- Compiles, prepares, and distributes applicable materials (e.g. work orders)
- Communicates with the management team for notifications of current or temporary airport conditions, not limited to, but to include, those requiring NOTAMs.
- Maintains manual airport access control system and is responsible for key/core establishment/replacement and inventory.
- Inspects, maintains, and documents vehicle and equipment maintenance.
- Manages, inspects and assists in the maintenance of airport fuel farm for state and FAA regulatory compliance.
- Responsible for the identification and proper disposal of hazardous waste materials, not to include International Regulated Garbage.
- Supervises and coordinates grounds maintenance activities of landscaped areas inside and outside the airport fence to include, but not limited to, airfield, hangar areas, airport-owned roadways, right-of-ways and outlying properties.
- Responds to hazardous wildlife incidents, foreign object debris(FOD) and other flight safety hazards affecting the airfield environment.
- Manages, maintains and acts as a representative of the Airport for various contracts/contractors associated with Airport maintenance and projects (e.g. aquatic herbicide control, FP&L, landscaping, etc.)
- Performs scheduled preventative maintenance on various pieces of Airport equipment
- Ability to operate heavy machinery for the performance of duties associated with airfield and grounds maintenance.
- Coordinates, supervises, and performs a variety of manual labor, including maintenance of stormwater

structures, installation/repair/replacement of fence, sign assemblies, asphalt and concrete.

- Communicates effectively with air traffic control for movement on the airfield and notification of hazardous conditions.
- Conducts FAR Part 139 airfield inspections; assesses airfield conditions for safe aircraft operations, records discrepancies, issues airport NOTAMs and generates work orders as required.
- Assists with the preparation of operating directives and memorandums for airfield management activities.
- Conducts inspections of airport facilities, ensuring satisfactory levels of service, repair and maintenance generating work orders as required.
- Performs duties of and responsibilities under the Airport's Wildlife Hazard Management Plan (WHMP) Must have the ability to use wildlife control devices, including firearms as well as any other necessary equipment.
- Performs fuel fire safety inspections of fuel facilities/mobile fuelers for compliance with FAR Part 139 and NFPA 407.
- Oversees and verifies adequate inventory, maintains FAA required extinguishing agents required for emergency response by ARFF, Must ensure FAA compliance at all times.
- Responds to and assists with airport emergencies and other incidents at the airport in accordance with the airport's approved Airport Emergency Plan.
- Assists during emergencies involving aircraft or vehicle accidents, incidents, inclement weather, and assists in fuel spill cleanups.
- Required to work overtime or alternate hours as necessary for the efficient operation of the airport. To include hazardous weather event (e.g., hurricanes), emergencies, special events, and holidays as required.
- Work with Airport Operations Officers to coordinate, plan, and prioritize the resolution of maintenance and repairs to ensure compliance with regulatory standards.
- Preform other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or equivalent
- Three (3) years of related experience in commercial and/ or military experience in airfield maintenance activities
- Three (3) years of related experience performing or supervising others in functions airfield inspections, coordination of airfield construction or repairs, and airfield safety. Or
- A combination of education, training, and/or work experience equal to or greater than the requirements listed above, as determined by Airport Human Resources.

Licenses, Certifications or Registrations:

- Must possess and maintain a valid Florida driver's license
- Pass a pre-hire drug screen and random alcohol and drug testing.
- Must pass Airfield non-movement and movement area drivers training within three (3) months of hire.
- Pass federal fingerprint based criminal history background check.
- Must attend an FAA Security Standards Class and successfully pass a test with a minimum score of 70.
- Must get signed off as a qualified Airfield Inspector within five (5) months of hire
- Must get signed off as a qualified Wildlife Officer within five (5) months of hire. Must be able to use wildlife control devices, including firearms, as well as any other necessary equipment.
- Must obtain Train the Trainer certificates for equipment utilized with department within in (1) year of hire

Knowledge, Skills and Abilities:

- Knowledge of two-way radio communication skills utilizing aviation radio procedures and use of phonetic alphabet.
- Knowledge of OSHA safety rules.
- Knowledge of materials, methods, and techniques used in building and ground maintenance.
- Ability to speak, read, and write fluent English and to understand written and oral directions.
- Ability to establish and maintain effective working relationships with other supervisors, Airport tenants, contractors, subordinates, and fellow workers.
- Ability to work various shifts as assigned.
- Ability to follow written and oral directions.
- Ability to work extended hours under stress.
- Specific vision abilities required by the job include close vision and the ability to adjust focus.
- Hearing ability: Sufficient to hold a conversation with others individuals both in person and over the telephone; and to hear recording on transcription device.
- Ability to supervise and instruct personnel in the performance of the duties assigned.
- Ability to perform hard manual labor in all weather conditions.
- Ability to walk and work on unstable soil conditions.
- Ability to work in adverse weather conditions day or night, including very hot and humid weather.
- Ability to respond to emergencies in a timely manner.

PHYSICAL DEMANDS:

The work is medium and requires exerting up to 50 pounds of force occasionally, and up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT:

Work is sometimes performed in an environment in which personal errors may lead to significant physical or mental consequences for the incumbent and co-workers.