

City of San José
CLASS SPECIFICATION

Title: Airport Operations Supervisor I/II/III – 3524/3527/3528

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Airport Operations Superintendent Airport Operations Manager	Non-exempt

CLASS SUMMARY

Provides day-to-day administration of Airport Operations programs in any of the following areas/sections: Manager-on-Duty, Emergency Planning, Airfield Operations, Wildlife Management, General Aviation Administration, Noise Monitoring/Curfew Compliance, Terminal Management, Airport Security Compliance, Airport Badging, Airport Operations Center (AOC), Ground Transportation (GT) Administration, Parking Facilities Operations, Shuttle Bus Operations, Curbside/GT Management and/or Enforcement Program.

As the Airport Manager-on-Duty, this position serves as the senior Airport management representative on weekends, nights, and holidays. Incumbents inspect runways, taxiways, and related airport Air Operational Areas (AOA) for proper maintenance and safety conditions; opens or closes runways, taxiways, and airside operational areas; and ensures that the facility continually operates in compliance with Federal Aviation Administration (FAA) airport certification requirements.

These positions may be required to rotate between assignments based on operational needs. Incumbents may be required to work weekends, holidays, and any of three shifts.

DISTINGUISHING CHARACTERISTICS

This is a three-level flexibly staffed class which is the third of a five classification airport operations series. Airport Operations Supervisor is distinguished from the next higher class, Airport Operations Superintendent, which is responsible for the overall management of a specific section or area and has full supervisory authority over Airport Operations Supervisors, Senior Airport Operations Specialists, and Airport Operations Specialists. The Airport Operations Supervisor is distinguished from the lower class, Senior Airport Operations Specialist, in that the Supervisor provides airport operations management supervision 24 hours per day, seven days per week, is responsible for designated operational areas of the Airport during a specified shift period, and has full supervisory authority over Senior Airport Operations Specialists and Airport Operations Specialists.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Airport Operations Supervisor I

A Bachelor's degree in aviation or closely related field AND two (2) years of experience in the aviation field at the level of Senior Airport Operations Specialist I or higher. Additional experience in aviation may be substituted for education on a year-for-year basis. Aviation experience is typically gained by working for the following types of organizations: airport, airline, fixed based operator, airport related contractor, aviation related government agency or military aviation.

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Airport Operations Supervisor II

A Bachelor's degree in aviation or closely related field AND certification from an airport industry professional organization AND one (1) year of experience in the aviation field at the level of Airport Operations Supervisor I or higher. Experience as an Airport Operations Supervisor I or higher level AND one (1) additional certification from an airport industry professional organization, may be substituted for up to two (2) years of the education requirement at a rate of 1½ years of experience to one (1) year of education.

Airport Operations Supervisor III

A Bachelor's degree in aviation or closely related field AND two (2) certifications from an airport industry professional organization AND one (1) year of experience in the aviation field at the level of Airport Operations Supervisor I or higher AND one (1) year of experience as Manager-On-Duty at SJC since July of 2010. Additional experience may not be substituted for education.

Required Licensing (such as driver's license, certifications, etc.)

- Incumbents are required to complete and pass a TSA mandated, Criminal History Records Check and a Security Threat Assessment and all other City, State or Federal requirements.
- California Drivers License.
- Obtain an Airport issued Ramp Drivers Permit and Movement Area Operating Permit within 6 months of employment.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles and practices of supervision.
- Federal, State, and local rules and regulations pertaining to airport operations and airport certification requirements.
- safe vehicle operations at an airport.
- Airport Operations principals.
- Airport GT, parking, security and common use terminal operations principals.
- Emergency procedures.

Skills in:

- Understanding and explaining complex governmental regulations.
- Planning and supervise the work of others.
- Communicating effectively both verbally and in writing.
- Interfacing with various individuals and organizations (i.e., government agencies, airport tenants, and the general public).
- Customer service techniques.
- Using computers and applicable software.
- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Airport runway/taxiway systems, marking criteria, aircraft movement/non-movement areas, and airport facility and operational safety standards.
- Aircraft rescue and fire-fighting (ARFF) equipment and their applicability to airport emergency operations.
- Methods, materials, and equipment used in aircraft ground handling, recovery, and/or servicing.
- Aviation fuels, aircraft servicing procedures, and aviation fuel quality control Procedures.
- Supervisory and leadership principals

Skills in:

- Analyzing complex airport operational situations and recommending improvements.
- Monitoring and maintaining systems, procedures and records.
- Problem solving and issue resolution.
- Driving Airport vehicles on non- movement and movement areas.
- Radio communications procedures including communications with the Air Traffic Control Tower.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
	Manager-on-Duty	
1.	Observes, records and enforces activities conducted on the Airside areas (RONs, Itinerants, hazmat, wildlife, etc.)	Daily
2.	Observes, records and enforces activities of contractors, permittees and tenants on the Airside to ensure compliance with applicable regulations or contractual/permit requirements.	Daily
3.	Ensures compliance with regulatory requirements continuously.	Daily
4.	Documents activity/events (RONs, Itinerants, hazmat, wildlife, etc.) on the Airfield.	As Required
5.	Responds to emergencies, hazmat, wildlife or other airfield incidents to maintain a safe and efficient operation. Includes on-site inspection of airfield, and performing or coordinating activities as required.	As Required
6.	Responds to and resolves door and gate alarms.	As Required
	Other Assignments	
7.	Supervises staff to maintain an efficient operation and/or program.	Daily
8.	Ensures Airport is operated in accordance with applicable Federal State and local rules and regulations.	Daily
9.	Assumes day to day responsibility and oversight for programs and projects to meet established goals and plans.	Daily
10.	Monitors assigned areas and staff performance to ensure safe operation and physical security controls are in place.	Daily

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DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
11.	Maintains records and assists with documentation and memo writing to ensure controls and to support recommendations for improved operations.	Daily
12.	Ensures programs and personnel provide a high level of customer service.	Daily
13.	Provides input towards the development of budgets within a program.	As Required
<u>All Areas</u>		
14.	Provides customer service to the public (i.e., directing passengers, listening to and reporting complaints, etc.)	Daily
15.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

CLASSIFICATION HISTORY: *Created 05/80, Rev. 01/81, Rev. 12/87, Rev. 02/95, Rev. 02/96, Rev. 01/98, Rev. 04/01, Rev. 08/13, Rev. 04/17; s007*