



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

AIRPORT OPERATIONS SUPERVISOR
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: Range 63 \$3867 \$4063 \$4272 \$4482 \$4705**
(Above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under general supervision, plans, coordinates, directs, and participates in the day-to-day operations of County Airports; performs routine and skilled work in the maintenance and operations of the County Airports; and performs related duties as required.

ESSENTIAL JOB DUTIES: Under the general direction of the public Works Director or designee: coordinate, organize, supervise, and personally perform all activities required for airport operations at the Eastern Sierra Regional Airport and other County airports as needed; inspect airport properties, facilities and equipment and identify needed maintenance or repairs; perform or supervise manual labor in the support of the construction, maintenance and repair of airport facilities; supervise and perform the aircraft fueling operation, including accepting fuel deliveries, monitoring fuel quality and inventory, checking fueling equipment, fueling aircraft and aviation tank trucks, and preparing financial records of fuel sales; provide ground operations support to aircraft; implement emergency procedures and coordinate emergency operations; monitor and operate the UNICOM radio and provide airport advisories; maintain customer lists and administer leases for hangars, vehicles, and other facilities; with assistance, prepare and administer the annual operations budgets for County airports; prepare and submit periodic reports, status, and financial reports; ensure compliance with federal, state and local rules and regulations; promote and ensure positive public relations; coordinate with other County staff and management; provide information to general public and outside organizations/agencies; represent the County at meetings of pilot groups, local political bodies and civic groups regarding airport operations; attend meetings, seminars and training classes; and perform related duties as assigned.

EMPLOYMENT STANDARDS:

Education/Experience: High school graduate or equivalent with a minimum of three years experience performing comparable duties. Experience in supervising personnel and managing similar operations is preferred.

Knowledge of: Practices, procedures, equipment, and supplies used in airport operations and services; Federal Aviation Administration, state and County rules and regulations governing operations, safety, security, emergencies and construction on airports; familiarity with safe work practices and techniques for employee

training and supervision; standard and accepted methods of safe operation of fueling, lighting, snow removal and other airport equipment; standard and accepted methods for use of UNICOM communications; use and care of tools used in general maintenance and minor repair of airport equipment, grounds and facilities; modern office methods, equipment and procedures; basic mathematic skills.

Ability to: Understand, communicate and carry out both oral and written directions in an independent manner; plan, direct, coordinate and train staff in the operation, maintenance and repair of airport equipment, grounds and facilities; monitor, maintain and order inventories of fuel and other supplies; prepare billings and maintain financial records; perform simple accounting and other administrative functions; know and understand airport operations and observe safety rules; perform safety checks of airport equipment and facilities and perform minor repairs, as required; operate snow removal, fueling and UNICOM equipment; provide verbal information to aircraft and airport customers; prioritize assigned work effectively; establish and maintain effective working relationships with those contacted in the performance of required duties.

Physical Requirements include lifting heavy objects of up to 75 pounds; operating various power equipment; bending and twisting while in awkward positions; and ability to stand, walk, crawl, crouch, stoop, squat, twist, reach overhead and climb. The position may require occasional working at heights up to 40 feet; working near equipment and moving mechanical parts; and occasional exposure to fumes or airborne particles and toxic or caustic chemicals. The majority of assigned work is normally performed outdoors in a variety of weather conditions and the worker may be subject to ambient weather conditions ranging from a high of 120 degrees to a low of -10 degrees and exposure to dust, slippery, and uneven walking surfaces. Must have the ability to drive automotive equipment. Manual dexterity and eye-hand coordination, corrected vision to normal range, and normal hearing and talking abilities are required.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self- development; and self-starter.

Special requirements: Must successfully complete pre-employment background investigation and physical examination. Must possess or obtain by appointment date a valid operators license issued by the State of California Department of Motor Vehicles. Must be available to work evening hours if called out.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.