



AIRPORT OPERATIONS SUPERVISOR

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.

Special requirements: 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.