

AIRPORTS AIRSIDE / LANDSIDE SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and supervises the activities of personnel engaged in airport airside and landside operations and/or maintenance of facilities and airfields in the Airports Operations Division of the Airports Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Operations Manager.
Exercises supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

Airport Airside/Landside Superintendent is responsible for the day-to-day administration and operation of the airside and/or landside components of the Airports Operations Division reporting directly to the Airports Operations Manager. Incumbents use independent judgment to assign, supervise, inspect, and evaluate the work of various crews, including contract work and/or skilled trades work in the upkeep of Fresno Yosemite International Airport and the Fresno Chandler Downtown Airport. This class differs from the Airports Operations Manager in that the latter has responsibility for the overall management of the Airports Operations Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Oversees airside/landside maintenance and repair programs for the Airports Department.

Provides direction to other City of Fresno departments on required airside/landside repair and maintenance.

Participates in the initiation of construction programs, coordinates and serves as primary liaison with all contractors working on the airport facility and infrastructure.

Conducts inspections of buildings and airfield.

Oversees the repair and alteration of airport facilities to ensure compliance with Federal, State, and local requirements.

Oversees the repair and alteration of airfield to ensure the airport complies with Federal Aviation Regulations Part 139 and other guidelines.

Notifies air crew, airport tenants, and appropriate federal agencies of airport conditions by issuance of Notices to Airmen (NOTAMS).

Authorizes openings and closures of aircraft operations areas, runways, and taxiways.

Maintains communications and liaison with the FAA Air Traffic Control and FAA Facilities Support Branches.

Serves as Airport liaison with the California Air and Army National Guard for matters pertaining to airfield maintenance and safety.

Maintains personnel training, safety, daily runway inspection, and other records as required.

Administers Division Injury Prevention Program.

Reports personnel, maintenance and supply needs for planning and budgeting purposes, including fact finding for the purpose of purchasing airfield and facilities related equipment.

Supervises staff to include; prioritizing and assigning work, conducting performance evaluations, training, and making hiring and disciplinary recommendations.

Enforces rules, regulations, and procedures pertinent to airport activities.

Acts as the Airport Operations Manager in his or her absence.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

State and Federal Airport safety, operations and maintenance regulations.

FAA Federal Aviation Regulations (FARs) and Advisory Circulars pertaining to airports, aircraft, aids-to-navigation, aviation safety, and aviation related material, including FAR-139 and 49 CFR 1542.

Materials, equipment, methods, and practices of airport facilities and airfield maintenance and repair.

Budget practices and reporting procedures.

Airport safety principles and practices.

Skills to:

Operate computer and related software applications.

Ability to:

Plan, supervise, and instruct subordinates in the techniques of airside/ landside operations and maintenance.

Establish and maintain effective working relationships with employees, public officials, aircraft operators, tenants, and subtenant, contractors, and the general public.

Read and interpret Engineering Plans and Specifications and provide comments upon plans as required.

Develop, coordinate, and implement programs as assigned.

Organize work, set priorities, establish goals and objectives, and exercise sound independent judgment within established guidelines.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Airport Management or a closely related field, and three years of progressive experience in airside/landside maintenance and/or commercial building maintenance performing electrical, plumbing, mechanical, painting or carpentry repairs, two years of which included, or is supplemented by, lead or supervisory work experience. Additional qualifying experience may be substituted for the education on a year-for-year basis. Five years progressive experience at a Federal Aviation Administration FAR 139 certificated airport and accreditation from the American Association of Airport Executives (AAAE) are desirable.

Special Requirements

Eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license will be required at time of appointment. Possession and continued maintenance of a valid California Driver's License is required within sixty (60) days of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Airside Operations
2. Landside Operations

APPROVED: _____



Director of Personnel Services

DATE: _____

5/2/13