



## JOB DESCRIPTION

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**JOB TITLE:** Airport Operations Supervisor

**JOB CODE:** 1110

**DEPARTMENT:** Minden-Tahoe Airport

**FLSA STATUS:** Exempt

**REPORTS TO:** Airport Manager

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### SUMMARY OF JOB PURPOSE

Plans and supervises the day-to-day landside and airside operations and staff involving maintenance, capital projects, and administration activities of the Minden-Tahoe Airport. Communicates and interacts with other departments, the general public, vendors, contractors, customers, and tenants regarding airport operations. In the absence of the Airport Manager, and upon request, fulfills the role of interim Airport Manager.

### ESSENTIAL FUNCTIONS

1. Supervises the day-to-day operations including safety, emergency response, maintenance functions, special projects, and administration activities of the Minden-Tahoe Airport; ensures compliance with Federal, state and local regulations. Serves as the Airport on-call Manager 24/7, every other week, for immediate response to airport emergencies, accidents, incidents, and general maintenance concerns.
2. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations.
3. Communicates and initiates discussions with tenants and customers on a regular basis regarding airport business and services; responds to and resolves concerns expressed by airport tenants; assists in orientating prospective clients to the airport by providing general information regarding operations, projects, and plans; communicates with general public, hangar tenants, government agencies, vendors, contractors, and others in order to coordinate operations and maintenance of airport grounds and facilities.
4. Coordinates, supervises, and performs inspection, maintenance, and repairs of airport facilities, ground support equipment, and vehicles; oversees safety procedures to ensure airport operations and emergency responses comply with applicable local, state, FAA and OSHA regulations; posts safety notices from the Federal Aviation Administration and NDOT.
5. Evaluates and analyzes airport operations procedural, maintenance, and operational issues and recommends and implements solutions; analyzes, recommends, and executes cost reduction methods to increase the efficiency and productivity of airport facilities and maintenance; analyzes financial and business plans, spreadsheets, financial statements, and department budget.
6. Coordinates annual Federal Aviation Administration Grant applications with Airport consultant; submits grant application to FAA and follows process through to completion.
7. Plans and coordinates airport capital improvement projects conducted on the airports by outside contractors; accepts and rejects work as appropriate.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with established policies, procedures, and regulations.
9. Participates in meetings with government officials and community groups; may serve on committees to address safety and other airport related issues/operations; may present oral presentations to various organizations, events, and community groups; coordinates communications and responses to media.
10. Maintains records, prepares activity and financial reports; assists the Airport Manager in negotiating agreements and property settlements; fills out specialized forms as required.
11. Responds to requests for information within designated scope of authority; identifies and researches technical issues, and recommends solutions.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Aviation Administration, Business Administration or Public Administration and four (4) years experience in operational management of a general aviation airport including revenue generation, airport development, and property management with at least two (2) of those years at a supervisory level; or an equivalent combination of education and experience.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and Federal codes, and regulations related to airport facilities and aviation operations, methods, and practices; FAA grant procedures; engineering practices, electrical standards, and aviation program planning and marketing principles. Use initiative and independent judgment within established procedural guidelines; establish and maintain cooperative, working relationships with other aviation agencies.

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#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; the ability to obtain a Nevada Commercial Driver's License for positions required to operate department-specified commercial vehicles, as assigned; must possess or have the ability to obtain a CPR and first-aid certificate; Pilot's Certificate with a glider rating highly preferred.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 20 feet, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in a combined indoor office and outside environment where the physical demands require sitting for periods of time, climbing ladders, and exposure to potentially dangerous machinery such as aircraft and other heavy equipment; frequent use of computers and standard office equipment; occasional exposure to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions; may experience regular exposure to aircraft noise; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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