



Job Title	Airport Facilities Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	15095

Class Specification – Airport Facilities Supervisor

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate the airport facilities maintenance staff. This is accomplished by exercising direct supervision over technical staff; implementing and reviewing performance plans and goals; coordinating work assignments of staff to achieve optimal results; planning projects and allocating resources; managing annual operational budget and contracts; and supporting projects by providing technical knowledge, experience, and expertise. Other duties include assisting airport tenants, passengers, and other customers with requests daily; and assisting with emergencies as they arise.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Provide supervision and administration by ensuring maintenance service; participate in the development and implementation of goals, objectives, policies, and priorities; implement policies and procedures; participate in meetings; stay current of technological innovations and trends; assess and monitor completed projects; prepare and present staff reports; conduct supervisory duties; manage a variety of service contracts; establish a preventative maintenance schedule; assign work tasks; and reconcile procurement cards and tracking contract payments.
10%	Perform maintenance by supervising employees in charge of electrical lighting, electrical wiring, HVAC (heating, ventilation, and air conditioning), build automation system, fire and life safety, plumbing, doors, maintenance, and construction; perform preventative maintenance checks and service; troubleshoot, diagnose, and repair operations issues; train airline employees, airport departments, and other staff on proper operation of jet ways; and maintain inventories of required materials.
5%	Assist airfield electrician by performing duties in his absences; replace all runway and lighting and 5000 volt constant current cabling; complete work orders in compliance with FAA regulations; working with airport operations in the issuance of Notice to Airmen; and provide UNCC locates on the airfield.
5%	Assist in airport security by responding to diversions and emergencies; ensure compliance with TSA regulations; monitor open gates or access control points when required; assist with preventative maintenance checks and service; maintain secure and patented key systems; research and implement upgrades; and ensure compliance of initial and recurrent training requirements; and receive quotes for and purchasing inventory.



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5%	Perform baggage belt and baggage carousel maintenance by supervising employees who maintain, service, repair, and replace emergency stop control, drive motors and controls, pintels, and chains; and comparing vendor pricing and purchase materials.
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Competencies Required:	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level course work in business administration, or a related field.	
Experience: Three years of full-time responsible facilities maintenance experience including two years of administrative and/or supervisory experience.	

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Commercial, Class B	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Solder gun, torch, airless painter, saws, welders, refrigerant leak detectors, temperature probe and readers, table saw, routers, planers, joiners, air powered tools, hand tools.

Specialized Computer Equipment and Software: Microsoft Office, Internet and Intranet programs, and Building Automation System.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014