

AIRPORT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for both supervising and performing maintenance, construction and custodial activities at the airport as well as to respond when necessary to real or potential emergency situations. The incumbent closely follows prescribed Federal, State and local laws and regulations relating to aircraft/airfield emergencies, though considerable initiative may be required in unusual situations. Assistance for difficult or unusual situations may be available only in event of emergencies and/or during certain hours of operation. The work is frequently reviewed through conferences and analysis of reports. The work is performed under the general supervision of the Commissioner and/or Deputy Commissioner of Aviation. Supervision is exercised over Airport Maintenance Mechanics, Airport Automotive Mechanics and Airport Custodial Workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in airport maintenance, construction projects and custodial activities;
Directs and coordinates all snow removal equipment operations on runways, taxiways and roadways;
Conducts maintenance inspections of airfield runways, taxiways, lighting and terminal buildings;
Conducts custodial inspections and ensures building cleanliness as well as in readiness for all activities;
Inspects tenant and concessionaire leased areas, public areas of roadways, parking lots and grounds scheduling repairs as necessary;
Requisitions supplies and materials and keeps inventory of such;
Responds as back-up support during Aircraft Rescue Firefighting alerts;
Prepares and maintains a variety of reports relating to airport maintenance and custodial operations;
Develops, schedules and manages a preventative maintenance program;
Assists in the planning of new construction and/or major repair work;
Schedules assigned staff to assure adequate coverage;
Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
Assists in budget preparation regarding maintenance and custodial activities;
May operate snow removal equipment or other motor equipment;
Participates in a variety of training sessions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principals, methods, tools and materials used in airport maintenance, construction and custodial activities;
Good knowledge of airport safety, including fire fighting and crash and rescue equipment and procedures;
Good knowledge of airport snow and ice removal procedures;

Good knowledge of Federal, State and local laws, rules and regulations affecting airport operations;
Good knowledge of safety considerations in the operation of an airport;
Working knowledge of airport procedures and aviation terminology;
Ability to supervise the work of others;
Ability to read, understand, interpret and explain rules and regulations;
Ability to work under stress conditions, analyze situations and make decisions rapidly;
Ability to gather, analyze and evaluate facts;
Ability to maintain effective working relationships with other employees and the public, as well as to deal with public relations problems courteously and tactfully;
Ability to identify potentially hazardous conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in construction technology or a closely related field and two years of building maintenance experience involving one or more of the standard trades such as carpentry, plumbing, electrical work, masonry, etc.; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of building maintenance experience involving one or more of the standard trades such as carpentry, plumbing, electrical work, masonry, etc.; OR
- C) An equivalent combination of training and experience as defined between the limits of A) and B) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.
- 2) Possession of CPR certification and Emergency Cardiac Care within 120 days of employment.

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COMPETITIVE