



City of Casa Grande

Airport Supervisor

GENERAL PURPOSE: Under general supervision, supervises the maintenance and security of City airport facilities and equipment, and provides general oversight of airport operations and staff, in compliance with applicable FAA and OSHA regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises the daily operations of the City airport and staff; coordinates, supervises, and performs inspection, maintenance and repairs of City airport facilities, ground support equipment and vehicles, in compliance with applicable FAA and OSHA regulations,
- Assures that the airport facilities' permits, agreements, insurance, and operations meet state and Federal compliance regulations.
- Pumps aviation fuels into aircraft, following proper safety procedures; performs cashiering duties associated with aviation fuel sales.
- Monitors and tests fuel levels in storage facilities; orders fuel when necessary; maintains other supply inventories as necessary.
- Performs and supervises maintenance and custodial duties in and around airport terminal building.
- Communicates with general public, hangar tenants, other employees, management staff, vendors, contractors and others in order to coordinate daily operations, special events and maintenance of airport grounds and buildings.
- Posts and enforces safety notices from the Federal Aviation Administration and ADOT.
- Maintains records, prepares activity and financial reports; fills out forms as required.
- Coordinates hangar leases at the airport; negotiates leases on existing rental properties.
- Supervises and trains staff; prioritizes and assigns tasks; prepares work schedules; develops staff skills and conducts performance evaluations; provides direction and guidance in technical and procedural issues.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Maintenance staff.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Associate's Degree in aviation, business or public administration, or related field, and three (3) year's experience in aircraft and airfield operations; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- State and Federal codes and regulations relating to airport facilities and aviation operations.
- Knowledge of general aviation and airport operation methods and policies.
- Knowledge of OSHA safety standards and safe work practices.
- Knowledge of tools, materials, equipment, techniques and procedures used in general aviation facility maintenance.
- Knowledge of basic principles of supervision and training.
- Knowledge of the principles of record keeping and records management.

- Skill in reading, interpreting, understanding and applying aviation facility standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in performing a wide variety of semiskilled tasks in maintenance and repair of airport facilities and equipment.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors, and in maintenance facilities and office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.