

AIRFIELD MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, to supervise the work of employees in airfield maintenance operations at the Dane County Regional Airport; assesses airport repair and maintenance needs; plans and implements activities to meet those needs and does related work as required.

EXAMPLES OF DUTIES

Directs and monitors the airfield maintenance staff in the maintenance and upkeep of airport airfield areas, buildings, lighting systems, parking lots, paved airfield surfaces (runways, taxiways, and aprons) and equipment and vehicles; trains other employees; makes up work schedules, assigns work, and programs overtime, vacations, and other time off; interviews prospective employees and makes hiring recommendations, completes performance evaluations on subordinate employees; operates intermediate and heavy equipment used in airport maintenance, snow and ice control/removal operations; maintains records and prepares reports related to airfield maintenance and repair activities; orders supplies and parts for vehicles and maintenance functions; inspects airport facilities to determine problem areas and recommends corrective action; directs snow and ice control operations; determines airport operational status and changes during emergencies, snow removal operations and construction and maintenance activities; enforces safety rules and regulations and is responsible for work progressing according to project plans and specifications.

EMPLOYMENT STANDARDS

Education and Experience: Three years progressively responsible airport operations and maintenance supervision, and two years experience in production supervision or lead work (may run concurrent or separate from airport operations and maintenance supervision experience). Also requires any combination equivalent to a bachelor's degree in airport management or business administration. Experience operating a wide variety of intermediate and heavy motorized construction equipment desired. Additional credit will be given for experience at an FAA Part 139 airport.

Knowledge, Skills and Abilities: Knowledge of techniques and materials necessary to maintain and operate an all-weather airport; knowledge of personnel supervision, administrative policies and procedures; knowledge of safe work practices and FAA regulations related to airfield operations; knowledge of the materials, equipment, methods and practices used in the maintenance and repair of airfield pavements; knowledge of the maintenance and repair of airfield lighting and drainage systems; knowledge of the effects of rain, snow, ice, wind, temperature and other factors which affect the safe landing of aircraft; knowledge of, and ability to interpret meteorological reports and forecasts; knowledge of budgeting policies and procedures; knowledge of traffic regulations as they apply to the safe operation of motorized construction and maintenance equipment; effective oral and writing communication skills; ability to train, plan, assign and direct the work of others; ability to inspect airfield work projects and determine compliance with established plans and specifications; ability to develop and read plans and specifications;

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ability to operate intermediate and heavy motorized construction equipment; ability to service and make minor repairs to a variety of airport vehicles and equipment; ability to maintain a number of records and prepare reports related to airfield maintenance and repair activities; demonstrated ability to effectively communicate orally and in writing; ability to interpret numerous regulations; ability to maintain effective working relationships with subordinates, superiors, other employees, contractors and the public; ability to work in severe weather conditions; ability to work safely; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.

Special Requirements: Candidates who are appointed to positions at the Dane County Airport must pass an FAA required criminal history records check and employment history verification. Must be able to obtain a valid Class "A" Wisconsin commercial driver's license (CDL) with "N" (tanker) endorsement within 90 days of employment. Must be available nights, weekends and holidays during airfield emergencies.