



## JOB DESCRIPTION

**Title:** Airport Operations and Maintenance Superintendent    **Type:**  Full Time  
**Department:** Airport     Part Time  
**Reports to:** Airport Manager    **FLSA:**  Exempt     Salary  
**Pay Grade:**     Non Exempt     Hourly  
**Date Adopted:** August 1, 2023    **Union:**  Yes  
**Previous Revision Date:** 1993     No  
**Last Revision Date:**

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### Job Summary:

Assisting in the enforcement of rules and regulations governing aircraft and airport operations as required by the Federal Aviation Administration (FAA). Supervise and train assigned staff. Oversee quality control operations for aircraft fuel.

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### Essential Functions:

1. Perform a variety of airport operations and maintenance duties including fueling aircraft, towing aircraft, operating UNICOM radio station, and maintaining grounds and equipment. Supervise the safe and proper provision of services to airport users, including radio services, weather information, and fueling services.
2. Maintain a variety of records and logs related to airport operations and services. Maintain aircraft fuel records and sales spreadsheets. Prepare weekly deposits.
3. Assign and prioritize routine and non-routine airport maintenance operations.
4. Conduct daily airport inspections to ensure the airport environment is safe for aircraft operations. Perform safety inspections of runways, taxiways, and ramps to ensure proper operation of runway and taxiway lights, picking up trash and debris from runways and taxiways.
5. Service, repair, and maintain preventive maintenance schedule for airport equipment.
6. Assist Airport Manager in the operations of the airport and development of rules, regulations, and long-range plans. Assist in the preparation of the budget.

7. Respond to and assist in airport emergencies as needed. Assist in preparation of community disaster plan.
8. May be required to work extended hours during natural disasters, declared disasters, and similar events.
9. Keep confidential information confidential.
10. Perform duties in extreme weather conditions.
11. Possess a valid driver's license.
12. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
15. The employee must be able to work extended hours in an emergency.
16. Employee must be able to be "on-call".
17. Performs other work which is consistent with the essential functions of the job.
18. Performs other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

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**Experience:**

Two (2) years work experience in airport maintenance and operations including aircraft, ground handling operations, fuel distribution storage emergency procedures. Two (2) years of college or vocational training in aircraft and/or vehicle maintenance and operation. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Manual dexterity.
  4. General construction skills.
  5. Good driving skills.
  6. Basic computer skills.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Ability to take on a leadership role.
  12. Mechanical aptitude.
  13. Diplomacy and judgement.
  14. Logical reasoning.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
  2. Ability to withstand extreme weather conditions.
  3. Exposure to vibrations.
  4. Ability to transverse rough terrain on foot.
  5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to sixty (60) pounds.
  10. Ability to bend, climb, and stoop.
  11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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**Supervisory Responsibility (Direct and Indirect):**

Direct      Airport Maintenance Technician

Indirect

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**August 1, 2023**