



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 927.5

Job Title: **AIRPORT OPERATIONS SUPERVISOR - AIRSIDE**

Pay Grade: 25

GENERAL SUMMARY:

Under general supervision of the Airside Operations Division Manager, maintains a safe and secure airport environment by supervising airside functions to include airport operations and tenant area inspections, managing operational and emergency activities, and facilitate emergency exercises, testing, and Title 14, Code Federal Regulations (CFR), Part 139 (14 CFR Part 139) program training.

RESPONSIBILITIES:

- Provides continuous oversight and direction to the Airside team by identifying daily objectives, scheduling, assigning work, training and evaluation of performance to ensure compliance with 150 series Advisory Circulars (ACs) and 14 CFR Part 139.
- Identifies and anticipates operational and safety concerns by inspecting airport facilities and operating areas and monitoring radio communications.
- Conducts audits of operational activity and airport facilities on and near the AOA (Airport Operation Area) to evaluate team performance in maintaining compliance as it pertains to policy, procedures and regulatory requirements.
- Manages the response to aircraft emergencies, Hazardous Material incidents and medical emergencies in accordance with the Airport Emergency Plan through coordination with other internal divisions and external agencies to ensure compliance with federal, state and local regulations using the National Incident Management System framework.
- Reviews and manages airfield self-inspection records per 14 CFR Part 139.327 and 339.
- Initiates and disseminates NOTAMs (Notices to Airmen) per AC 150/5200-28 and Federal Aviation Administration (FAA) JO (Job Order) 7930.2 to meet federal requirements.
- Oversees wildlife hazard management activities through coordination with the staff United States Department of Agriculture (USDA) wildlife biologist to reduce and mitigate wildlife hazards on and near the airport. Maintains and updates the airports Wildlife Hazard Management Plan per 14 CFR Part 139.337 in coordination with the Airside Operations Division Manager.
- Review, provide feedback and approve airside construction plans, in coordination with management, assuring compliance with FAA regulations, policies and procedures.
- Manages the fuel inspection program and maintains fuel inspection records to ensure compliance with 14 CFR Part 139.321 and 327.
- Manage and maintain the Airport Certification Manual to include updating and ensuring compliance of the regulatory documents per 14 CFR Part 139 subpart C.

RESPONSIBILITIES: (continued)

- Manage and maintain the Airport Emergency Plan to include updating and ensuring compliance of the regulatory documents per AC 150/5200-31.
- Develops and facilitates periodic tabletop and full-scale emergency exercises and tests the response of resources to ensure compliance with the airport certification manual and airport emergency plan and 14 CFR Part 139.325.
- Manages the airside training program per 14 CFR Part 139.303. Ensures the training covers all FAA required subjects. Identifies individual and organizational needs. Determines appropriate learning methodologies, facilitates, assigns and conducts CBT (Classroom Based Training), OJT (On the Job Training) and practical application training for Houston Airport System, airline, tenant and contract personnel.
- Initiates, manages and oversees various projects to ensure compliance with various federal and local rules, laws and codes.
- Prepares and presents reports and studies for management.
- Approves issuance of NOV's (Notice of Violation) for airside violations per Operating Instruction (O.I.) 05-03 and represents airside operations during contested hearings.
- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Aviation Management, Aeronautics, Airway Science, Business Administration, Public Administration or a related field.

A Bachelor's degree in Aviation Management, Aeronautics, Airway Science, Business Administration, Public Administration or a related field may be substituted for up to two years of the experience requirements.

LICENSE/CLEARANCE:

Requires a valid Class C Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances for working at an airport.

EXPERIENCE:

Six years of progressively responsible experience in airport operations, four of which must be in an airside operations role. A pilot's license, Control Tower Operator certificate, industry specific certifications (CM, AAE, IAP, ACE) and/or directly related military experience may also be considered. Prior supervisory experience, either direct or indirect, is required.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate to complex analytic ability is required in applying guidelines, policies and precedents and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

SPECIFICATIONS: (continued)

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, and pay changes of nonsupervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing to meet job requirements and situation.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less than optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required. This is a safety impact position and Tier I designation.

JOB FAMILY:

Airport Operations Coordinator - Airside
Airport Operations Supervisor - Airside
Division Manager

Effective Date: May 2020