



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 941.1

Job Title: **AIRPORT SUPERVISOR**

Pay Grade: 18

GENERAL SUMMARY:

Supervises activities of workers engaged in operational and maintenance functions within a specific area in the Houston Airport System.

RESPONSIBILITIES:

- Assigns job tasks and assists maintenance and operations personnel with various tasks.
- Handles complaints or inquiries from the public, airport tenants and other City departments relative to airport services and materials needed.
- Enforces the transportation code and issues citations to drivers of limousines, taxicabs and shuttle buses that violate ground transportation ordinances. Testifies in municipal court as required.
- Monitors progress of various work crews on assigned projects to ensure compliance with schedules and work order specifications.
- Prepares weekly and daily work schedules and verifies daily work reports; keeps records of absenteeism, verifies absentee documentation, and prepares attendance and leave reports.
- Assigns and verifies materials and spare parts stock level and prepares specifications for requisitions.
- Maintains accurate records to ensure proper control of tools, materials and supplies.
- Counsels subordinates and handles necessary disciplinary actions orally and in writing.
- Inspects finished job for quality and productivity.
- Operates various types of equipment assigned to the section.

SPECIFICATIONS:

KNOWLEDGE:

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:

Two years of experience in operations and/or maintenance of a large facility are required, with some supervisory experience preferred.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

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 moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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.

JOB FAMILY:

Airport Supervisor
Assistant Airport Superintendent
Airport Superintendent

Effective: October 1990

Revised: June 2002