



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 941.3

Job Title: **AIRPORT SUPERINTENDENT**

Pay Grade: 25

GENERAL SUMMARY:

Under direction of the Assistant Manager, manages daily activities of supervisors and staff concerned with the operation and maintenance of various airport organizational units such as operations and safety, airfield and grounds, physical plant maintenance, building services, ground transportation, technical systems and parking.

RESPONSIBILITIES:

- Supervises, through subordinate personnel, all activities in the unit in order to assure the safety and efficiency of airport functions.
- Plans, executes, and monitors work assignments consistent with prescribed policies, rules, and regulations.
- Trains and tests subordinate personnel; interprets instructions and specifications; provides guidance, reviews and evaluates the work of section personnel.
- Manages materials usage and monitors inventory system and stock levels as required to assure adequate supply of critical items. Under direction, is responsible for establishing procedures to ensure proper care, control and use of tools and supplies.
- Manages the scheduling and coordination of operations; maintains expenditures to ensure compliance with approved budget limitations.
- Prepares annual budget request for the branch; monitors expenditures to ensure compliance within approved budget limitations.
- Maintains liaison with airline operations, FAA Control Tower, FBO's tenant, and other units of the Aviation Department.
- Provides data input and recommendations pertinent to rules, regulations and policies affecting the operations and functions of the section.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Engineering, Public Administration, Aviation Management, Business Administration or related field.

EXPERIENCE:

Six years of progressively responsible experience in airport operations and/or maintenance of an airport or comparable facility are required, preferably with at least three of those years in a supervisory capacity.

SPECIFICATIONS: (continued)

EXPERIENCE: (continued)

High school diploma and ten years of responsible experience in airport operation and/or maintenance of a civil airport, preferably with at least four years in a supervisory capacity, may be substituted for the above requirements.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. 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:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position has significant input on personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

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 simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Airport Supervisor
Assistant Airport Superintendent
Airport Superintendent