



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 926.4

Job Title: **AIRPORT OPERATIONS SUPERVISOR**

Pay Grade: 23

### **GENERAL SUMMARY:**

Maintains a safe and secure airport environment by supervising inspections of air side and land side operations and airport operational or security activities and personnel.

### **RESPONSIBILITIES:**

- Identifies and anticipates operational, safety and security concerns by inspecting airport facilities and operating areas and monitoring radio communications. Initiates corrective actions and counsels airport users, tenants and employees.
- Supervises and performs operations activities, such as ensuring safe aircraft areas by coordinating and monitoring construction/maintenance work, removing wildlife from runways and enforcing operational standards as defined by federal rules/regulations.
- Creates, revises and implements operating rules, regulations, standards and procedures to ensure airport safety. Monitors deviations from federal, state and airport operating rules and regulations. Issues NOTAMS as required by federal regulations.
- Oversees the Communications Center during certain hours, resolves problems with airport customers and tenants and informs airline and airport personnel of important airfield conditions.
- Supervises, schedules, assigns work, trains and evaluates operational/security employees. Assumes operational, safety and security responsibilities in absence of airport management.
- Commands operational activities and the Communications Center and maintains order during aeronautical-related emergencies, following the Airport Emergency Plan and other airport rules and regulations.
- Develops and provides reports for upper management regarding operations/security activities, inspection results and statistics, and violations of airport leases, contracts and standards by tenants and airlines.
- Keeps abreast of existing and new legislation and ensures compliance to federal, state and local requirements. Advises airport management on needed action. Anticipates future legislation.
- Contributes to the team effort by performing related duties as needed.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field.

## **SPECIFICATIONS: (continued)**

### **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:**

Four years of progressively responsible experience in airport operations, airport security or airport safety are required.

Directly related professional experience involving lead or supervisory responsibilities may substitute for the above education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, 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:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory 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 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 Operations Assistant  
Airport Operations Specialist  
Airport Operations Coordinator  
Airport Operations Supervisor

*Effective Date: October 1990*

*Revised Date: August 2004*