



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 941.2

Job Title: **ASSISTANT AIRPORT SUPERINTENDENT**

Pay Grade: 22

### **GENERAL SUMMARY:**

Under direction of the Airport Superintendent, assists in the supervision of all activities involved with the operation and/or maintenance of a section in the Aviation Department.

### **RESPONSIBILITIES:**

- Supervises the day-to-day operations of a section; supervises subordinates, initiates personnel actions, and interfaces with the public and airport tenants.
- Manages the scheduling and coordination of operations; maintains records of work completed by various sections, ensuring that high standards of quality are maintained.
- Manages material usage; ensures that tools and stock are issued in accordance with proper care and control procedures.
- Interviews and recommends potential employees, makes recommendations for promotions, and initiates performance reviews.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or a basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to three years in duration are characteristic of this level.

#### **EXPERIENCE:**

Five years of progressively responsible experience in airport operations and/or maintenance are required, preferably with at least two years in a supervisory capacity.

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

#### **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.

## **SPECIFICATIONS: (continued)**

### **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 strongly requests personnel actions such as hirings, terminations and pay changes.

#### **Indirect Supervision:**

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

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. 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 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: August 1991*