

AIRPORT OPERATIONS SUPERVISOR

| Job Code | Pay Grade |
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| 22710 | CL14 |

Nature of Work

This is responsible administrative, technical, and supervisory work in the airside, landside, and terminal operations of the St. Petersburg-Clearwater International Airport. An employee in this classification performs a variety of important duties in developing and carrying out departmental programs, including the exercise of independent judgment when necessary in the establishment, interpretation, application and enforcement of airport regulations, policies, security and procedures to ensure effective passenger and public services. Work is performed under the general direction of the Operations Manager.

Minimum Qualification Requirements

- 5 years of airport operations management experience at a small hub airport that includes team lead, supervisor or supervisory training; or
- Associate's degree in business, public administration or completion of a 2 year vocational or technical program in a field related to the aviation industry and 3 years experience as described above; or
- Bachelor's degree in a related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Compiles and monitors flight schedules and gate assignments, responds to all airport emergencies; plans and coordinates airport safety and security programs, implements and monitors noise abatement program.
- May supervise Airport Traffic Division staff or other airport support personnel.
- Remains current with FAA regulations and ensures that the airport complies with regulations; assists in the coordination of amendments as necessary.
- Maintains and updates airport security manual and operations manual as required; updates and maintains Airport Certification Manual.
- Assists management in planning, implementing, and programming; issues NOTAMs (notices to airmen) and pilot advisories as necessary.
- Performs periodic airfield inspections as required by FAA certification.
- May perform data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- May be responsible for day-to-day maintenance of the airport's noise abatement program.
- Prepares performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of airport management and FAA rules and regulations
- Knowledge of the principles and practices of public and business administration.
- Ability to effectively supervise and train subordinate employees.
- Ability to use independent judgment and to act decisively in emergencies.
- Ability to enforce compliance with regulations and established programs.
- Ability to exercise judgment and discretion in establishing, applying and interpreting policies and procedures.
- Ability to communicate effectively orally and in writing.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|---------------|---------------|
| 4/08 | Professionals | Classified |