



City of Phoenix

## Aviation Supervisor I

|              |            |                |                     |
|--------------|------------|----------------|---------------------|
| Job Code:    | 25240      | Job Function:  | Aviation            |
| Salary Plan: | 001        | Grade:         | 051                 |
| FLSA:        | Nonexempt  | Labor Assign:  | ASPTEA              |
| Benefit Cat: | 007        | EEO-4:         | Service Maintenance |
| SOC:         | 49-1011.00 | Last Revision: | March 2024          |

*This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.*

### DEFINITION:

The fundamental reason this classification exists is to perform a variety of supervisory and technical assistance functions in the Aviation Department. The incumbents of this class are responsible for providing first-line supervision in airport maintenance, operations, or an assigned technical area for Sky Harbor International Airport.

### SUPERVISION RECEIVED/GIVEN:

The Aviation Supervisor I reports to an Aviation Supervisor II or other supervisor with performance evaluated through observation and results obtained.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Responds to inquiries or complaints lodged by the public, tenants, ground transportation operators or others
- Acts as a public relations contact for all airport users
- Directs and assists ramp employees in refueling aircraft
- Acts as radio dispatcher for fueling operations
- Performs quality control of aviation fuel
- Evaluates new equipment and supplies
- Supervises employees engaged in performing building maintenance tasks and maintenance related to airport parking lots, roads, ramps and other surfaces
- Inspects maintenance activities of airfield crews
- Prepares work schedules and ensures adequate staffing
- Makes daily line checks
- Records information for billing purposes
- Operates specialized equipment unique to the assigned area
- Instructs others in the operation of specialized equipment
- Orders equipment and supplies
- Prepares forecasts and requests related to the budget and monitors expenditures

### REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:



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- Supervisory practices and personnel administration.
- The City's procedures, departmental Standard Operating Procedures, Federal Aviation Administration (FAA) safety and security regulations related to airside/landside activities.
- The methods, practices, equipment, and materials used in building, ground, and street repair activities.
- The methods, materials, and equipment used in aircraft service work.

### Ability to:

- Perform a broad range of supervisory responsibility over others.
- Work cooperatively with other City employees and the public.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one or group setting, or by telephone.
- Observe, compare, or monitor data, objects, or people's behavior to determine compliance with prescribed operating or safety standards.
- Comprehend and make inferences from written material.
- Perform physical inventories of equipment and supplies.
- Move objects weighing less than 20 pounds short and long distances.
- Work in a variety of weather and environmental conditions with exposure to the elements, dust, and extreme hot and cold temperatures.
- Work safely without presenting a direct threat to self or others.

### Additional Requirements:

- Appointments to some positions are subject to meeting appropriate polygraph and background standards.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of progressively responsible experience in airport maintenance, operations, or technically specific areas. Other combinations of experience and education that meet the minimum qualifications may be substituted.