



City of Phoenix

AVIATION SUPERINTENDENT

JOB CODE 25210

Effective Date: 03/01

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage day-to-day administrative activities relating to airfield or facilities maintenance or airport operations for the Aviation Department. Incumbents are responsible for the management of airport facilities including establishing local field rules and regulations; maintaining all City airport facilities, including buildings, structures, airfields, and roadways. Responsibilities may also include the operation, maintenance, repair and alteration of water, wastewater, heating, electrical, air conditioning, evaporative cooling, and mechanical ventilation systems, and for land clearing activities on airport properties. Supervision is exercised over aviation supervisors, technical, clerical and skilled employees. The Aviation Superintendent reports to a Deputy Aviation Director. Performance is evaluated on the basis of results obtained.

ESSENTIAL FUNCTIONS:

- Inspects all airport facilities and directs corrective action;
- Manages the custody and use of materials, tools, and equipment used for maintenance programs;
- Develops rules and procedures for increased productivity;
- Assures that storage functions are performed according to established procedures;
- Develops the annual budget assigned function;
- Prepares notices to pilots regarding changes in local field conditions and regulations;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Federal, State, and local rules and regulations pertaining to airport traffic control and airport management.
- Rules and regulations affecting airport safety.
- Airport maintenance requirements and necessary supplies, materials, and equipment.
- City building code requirements.
- Aircraft servicing and storage requirements and applicable safety precautions.

Ability to:

- Identify trends in the aviation industry and assess their impact on general aviation.
- Perform a broad range of supervisory responsibility over others.
- Communicate orally in the English language with individuals in a face-to-face, one-on-one or group setting, or by using the telephone.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work in a variety of weather and environmental conditions with exposure to the elements, dust, and extreme hot and cold temperatures.
- Estimate labor or material cost to prepare initial project budgets.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of a personal or City vehicle 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.
- Some positions will require the performance of other essential and marginal functions depending upon work assignment, location or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in airport operations, general aviation, or maintenance, including three years in a supervisory capacity and a bachelor's degree in airport or business management, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.



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