AVIATION SUPERVISOR II

JOB CODE 25230

Effective Date: Rev. 02/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise personnel involved in security enforcement, traffic control, and other service activities in Airside and Landside Operations at Sky Harbor International Airport or overall airport operations at satellite airports. Incumbents diplomatically handle a wide variety of problems as they arise.

Aviation Supervisors II at general aviation (satellite) airports supervise the Airport Service Workers; interact with tenants, customers, the general public, and FAA staff housed in the air traffic control tower; conduct regular safety, security, and maintenance inspections of airport buildings and grounds; and perform administrative duties such as issuing Notices of Violations to tenants who are not in compliance with airport policies; respond to airport emergencies, including airplane crashes; and issue Notices to Airmen that advise future flight plans and use of airport facilities.

Airside and Landside Operations Aviation Supervisors II provide support during aircraft and airfield emergencies; monitor the performance of traffic control, passenger assistance, and ground transportation enforcement; and supervise parking facility and shuttle bus inspections.

Airfield Maintenance Aviation Supervisors II supervise airfield maintenance crews and equipment operators, inspecting maintenance activities on airport parking lots, roads, ramps and airfields; and assisting in laying out work and determining priorities.

ESSENTIAL FUNCTIONS:

- Inspects physical facilities, takes temporary corrective action or requests repairs;
- Investigates and resolves complaints related to area of responsibility;
- Evaluates custodial services and initiates or recommends changes;
- Advises pilots as to future flight plans and use of airport facilities by issuing NOTAMS (Notice to Air Men);
- Responds to inquiries or complaints lodged by the public, tenants, ground transportation operators, or others;
- Operates various pieces of equipment, including radios, as required for job performance;
City of Phoenix

- Trains employees in the enforcement of State statutes, City ordinances, FAA regulations, and departmental rules and procedures;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

**Required Knowledge, Skills and Abilities:**

**Knowledge of:**

- Rules and regulations affecting airport operations, control, safety and security.
- State statutes, City procedures and ordinances; departmental Standard Operating Procedures (SOP's), rules, and procedures; Federal Aviation Administration (FAA) safety and security regulations.
- Supervisory practices and personnel administration.
- Airfield maintenance equipment, such as a paint stripper, paint removal equipment, jack hammer, or tamper.

**Ability to:**

- Supervise a variety of complex functions.
- Plan for and act appropriately in emergency situations.
- Perform a broad range of supervisory responsibility over others.
- Interpret Federal Aviation Administration (FAA) rules and regulations.
- Work cooperatively with a variety of airport users, industry representatives, and City employees.
- 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 reports and other documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Observe, compare, or monitor data, objects, or people's behavior to determine compliance with prescribed operating and safety standards.
- Comprehend and make inferences from material written in the English language.
- 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:**

- Positions require working shifts, nights, weekends and holidays.
Some employees who serve in this class and who are skilled in a second language will be called upon occasionally to utilize that skill in the routine performance of their duties.

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. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited 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:

Three years of progressively responsible experience in airport activities or a technically specific area, one year of which must have been in a supervisory capacity. Other combinations of education and experience which meet the minimum requirements may be substituted.