

# SPOKANE AIRPORTS

## ***JOB DESCRIPTION***

JOB TITLE: Superintendent, Airfield Maintenance

DEPARTMENT: Grounds & Maintenance

REPORTS TO: Manager, Grounds & Maintenance

DATE: January 2010

### BASIC PURPOSE:

To plan/coordinate maintenance projects and monitor the daily activities of the airfield maintenance crews.

### SUPERVISORY DUTIES:

Directly supervise maintenance staff including mechanics, electricians, and equipment operators.

### MAJOR RESPONSIBILITIES:

- Develop, document and implement preventive maintenance programs and procedures, including snow and ice control, for all Airfield roadway, ramp, taxiway, and runway surfaces.
- Plan/schedule maintenance tasks/projects and assign crews, coordinate with Operations, airport tenants and customers to ensure minimal disruptions and adjust for emergency and inclement weather response.
- Ensure necessary resources, tools, equipment and materials are available.
- Inspect all airfield and aircraft operations areas to evaluate physical condition, cleanliness, and suitability for intended function, initiate corrective action and recommend cost/value and operational improvements.
- Oversee operation of all Airport maintenance equipment, train operators and ensure its proper and timely maintenance.
- Monitor jobs-in-progress and provide assistance as required.
- Ensure proper fertilization and weed control of landscaped areas.
- Assist with budget preparation, monitor/report expenditures and identify cost-reduction opportunities.
- Ensure documentation of all projects including, work-orders, as-built/mechanical drawings and maps showing location/description of installed pipes, wires, equipment, etc.
- Perform other tasks as assigned.

### WORKING CONTACTS WITH OTHERS (INTERNAL AND EXTERNAL):

Regular contact with co-workers, tenants, vendors, government agency staff and the general public.

### WORKING CONDITIONS, TRAVEL, ENVIRONMENT AND POTENTIAL HAZARDS:

Work is primarily on/around the airfield and in terminal facilities and in the office. Regular exposure to moving equipment/mechanical parts. Infrequent requirement to work in high, precarious places. Regular exposure to fumes, airborne particles, and weather conditions. Some exposure to electrical shock risk and vibration. Moderately noisy to loud work environment. Hearing protection and safety glasses required and provided for some tasks. Subject to weather or maintenance related recalls and shift/weekend work. Some local travel required.

#### EQUIPMENT OPERATION REQUIRED:

Personal computers; office equipment including fax, telephone, copier, etc.; motor vehicles; radio-telephone equipment; cameras; industry tools

#### MINIMUM REQUIREMENTS:

##### Education/Experience:

- High school diploma or equivalent; college course work or degree in related field such as construction management, engineering, etc. preferred.
- Five years experience in maintenance/construction with 3-5 years of supervisory experience.
- Experience in airport maintenance/operations in a snow climate preferred.
- Must possess a valid state driver license, free of serious or frequent traffic violations.

##### Knowledge/Skills:

- Must be able to read, write, speak and understand English.
- Must be able to communicate effectively verbally and in writing.
- Must be able to research information and compile/maintain written reports.
- Must be able to read and interpret construction documents and as-built drawings, read and interpret technical data and resolve technical/mechanical problems.
- Must be able to supervise and lead employees.
- Must have good computer skills including the use of spreadsheets, word processors and databases.
- Must be able to coordinate various projects, work independently and use good judgment.
- Must have poise and the ability to establish effective working relationships with co workers, contractors and the public.
- Must have knowledge of State and Federal safety/environmental laws/ regulations, and FAA requirements relating to airfield maintenance, operations and airfield design.
- Must understand FAA, City, County, Airport regulations and documents.
- Must have knowledge of electrical and mechanical applications, purchasing and vehicle operations.

##### Physical Requirements:

- Able to move about facilities & all areas of responsibility
- Ability to operate a computer, fax, telephone and other office equipment
- Ability to communicate via email and phone
- Ability to lift or move up to 50 lbs.
- Ability to reach under, around and behind desks, tables and equipment
- Ability to stand or sit for an extended period of time
- Ability to use hands to finger, handle or feel
- Close, distance, and color vision, depth perception, ability to adjust focus and read small print
- Able to stoop, kneel, crouch, climb ladders and crawl through small spaces
- Ability to walk over rough terrain

##### Security:

- Must be able to obtain and maintain an Airport security badge as a condition of employment.