

# SPOKANE AIRPORTS

## ***JOB DESCRIPTION***

JOB TITLE: Supervisor, ABP

DEPARTMENT: Engineering

REPORTS TO: Director of Engineering

DATE: August 2010

### BASIC PURPOSE:

To manage the maintenance of the Airport Business Park buildings and grounds and perform a variety of maintenance, construction and service activities.

### SUPERVISORY DUTIES:

Directly supervise Maintenance Technician and seasonal employees including interviewing, selecting, training and disciplining.

### MAJOR RESPONSIBILITIES:

- Develop and implement maintenance program for all Business Park property, equipment, heating, and plumbing systems, landscaping, signs and fences.
- Manage building maintenance, small projects and tenant relations.
- Develop and implement a snow removal plan.
- Schedule work assignments for assigned staff members and maintain time records.
- Identify, purchase and maintain inventory control of maintenance equipment/supplies, and dispose of surplus/salvage materials.
- Plan, schedule, estimate costs and document manpower/material costs for maintenance/construction projects.
- Oversee maintenance contract providers; i.e. HVAC, plumbing, electrical, janitorial, etc.
- Perform other duties as assigned.

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

Regular contact with co-workers, tenants and the general public.

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

Local travel around Airport Business Park, SIA and to Felts Field. Work performed around moving mechanical parts and occasionally in high, precarious places. Exposure to fumes and airborne particles, and weather extremes. Some exposure to electrical shock risk and vibration. Moderately noisy work environment. Hearing protection and safety glasses provided and required for some tasks.

### EQUIPMENT OPERATION REQUIRED:

Power tools, snow equipment, spray painting equipment, airport vehicles.

### MINIMUM REQUIREMENTS:

Education/Experience:

- High school diploma or equivalent.
- Five years experience in the construction trades
- 2-3 years superintendant or supervisory experience.
- Customer service experience preferred.
- Must possess a valid state driver license, free of serious or frequent traffic violations; CDL preferred.

Knowledge/Skills:

- Must have knowledge of construction materials.
- Must be able to use construction hand tools and shop/landscaping equipment.
- Must be capable of being trained to operate specialized equipment.
- Must be able to coordinate various projects, work independently and use good judgment.
- Must have poise and ability to establish effective working relationships with co-workers.

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 required
- Able to stoop, kneel, crouch, climb ladders and crawl through small spaces
- Ability to walk over rough terrain
- Ability to talk and hear

Security:

- All SIA employees must be able to obtain and maintain an Airport security badge as a condition of employment.