

# SPOKANE AIRPORTS

## *JOB DESCRIPTION*

JOB TITLE: Supervisor, Operations  
REPORTS TO: Manager, Operations

DEPARTMENT: Operations  
DATE: March 2011

### BASIC PURPOSE:

To ensure Spokane International Airport operates safely and in compliance with federal, state and local requirements for commercial service airports.

### SUPERVISORY DUTIES:

Supervises maintenance personnel during snow removal and supplementary operations personnel as assigned. Has no authority to hire, discipline or terminate employees.

### MAJOR RESPONSIBILITIES:

- Inspects and patrols all airport facilities, grounds and properties to ensure regulatory compliance with FAR Parts 139 & 77, the Airport Certification Manual, TSR 1542, Airport Security Plan, Wildlife Hazard Management Plan, Snow and Ice Control Plan, and other procedures, regulations and policies as may be relevant. Reports discrepancies and takes corrective action as necessary.
- Prepares detailed reports of daily operations, unusual incidents/accidents, hazardous conditions and inspections.
- Ensures safety of airport for users by observing pavement, weather and airfield conditions, and issuing accurate and timely field condition reports and NOTAMS as required.
- Supervises snow removal operations including assigning priorities for snow removal crews and prioritizing tenant requests for assistance.
- Responds to, investigates and documents emergency, critical or unusual events occurring on Airport property. Acts as Airport representative on-scene during emergencies, and provides logistical support to Airport fire and police departments. Participates in the Incident Command System during emergencies.
- Monitors contractor activity during construction to ensure compliance with all Airport safety requirements and coordinates construction activity with Air Traffic Control.
- Serves as primary contact for Air Traffic Control, Air Carriers and other tenants on issues such as irregular operations, unscheduled operations or unauthorized personnel or vehicles in the aircraft operations area.
- Provides administrative assistance and support to the Airport Operations Manager with regular review and update of various documents, manuals and airport data.
- Provides instruction in classroom setting to persons authorized to drive in aircraft operations area.
- Records itinerant aircraft operations for billing of landing and overnight fees.
- Perform other duties as assigned.

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

Regular contact with airport management, employees, air traffic control personnel, tenants, vendors, government agency staff and the general public.

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

Shift work including days, nights, weekends and holidays. Work is performed in office, terminal and on airfield. Frequent exposure to construction equipment, aircraft engine noise and exhaust (hearing protection required and provided). Occasional exposure to extreme weather conditions, deicing chemicals, airborne particles and dirt. Regular local travel, some extended travel.

### EQUIPMENT OPERATION REQUIRED:

Vehicles including automobile, pickup truck, and utility vehicle; electronic decelerometer; two-way radios, mobile and hand held; computers, both desktop and laptop; controls and/or shuts down high voltage lighting circuits during emergencies.

## MINIMUM REQUIREMENTS:

### Education/Experience:

- Post-high school courses or military training in aviation facility operations.
- 4 years of airport or aviation related experience related to operating procedures on the airfield, communications, safety, and general aviation terminology.
- Must possess a valid driver license, free of serious or frequent traffic violations.

### Knowledge/Skills:

- Must be able to read, write, speak and understand English.
- Must have good written and verbal communication skills, able to maintain accurate written reports.
- Must be able to read and interpret technical data and troubleshoot technical/mechanical problems.
- Must be able to observe activities on a 3-dimensional basis.
- Must be able to make immediate, vital decisions, regarding safety issues under stressful conditions.
- Must have computer skills, able to use spreadsheet and word processing programs.
- Must have knowledge of FAR Part 139, Part 77, FAA advisory circulars and TSR 1542.
- Must be able to coordinate use of Airport resources, work independently and use good judgment.
- Must have poise and ability to interact favorably with a variety of people.
- Must be able to establish satisfactory working relationships with peers, supervisors, tenants and the public.

### 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, two-way radio 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
- Ability to talk and hear

### Security:

- Subject to a ten (10) year background check for security clearance.
- Must be able to obtain and maintain an Airport security badge as a condition of employment.

## PREFERRED QUALIFICATIONS:

- Bachelor's degree in aviation or related field.
- Pilot, prior airport operations or Air Traffic Control experience.
- Aviation industry recognized certification or accreditation.