



## **CITY OF GRENADA**

### **JOB DESCRIPTION AIRPORT SUPERINTENDENT**

#### **GENERAL PURPOSE**

This is supervisory and administrative work in directing the operation and maintenance of the municipal airport. Work involves responsibility for supervisory and administrative tasks associated with departmental operations. Work is carried out under general direction of the City Manager and is reviewed principally through observation and discussion.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise airport grounds maintenance.
- Monitor and clear runways of foreign objects and debris.
- Replace lights on runway as needed.
- Notify the FAA of any deficiencies with navigation devices/safety by posting NOTAMS.
- Make daily inspection of airport facilities and report any unsafe conditions or vandalism to proper city official.
- Monitor airport for compliance with Airport regulations.
- Maintain fuel supply.
- Act as a liaison between the City Manager and Citizens/Pilots.
- Ability to organize and supervise the work of the staff.
- Ability to maintain effective moderately complex work records and reports.

#### **EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:**

Graduation from a high school or acceptable equivalent or vocational school, and preferable supplemented by one year of college course work. Work experience may be substituted for education.

Considerable supervisory experience.