

Board
appeal 3/30/15

AIRPORT SUPERINTENDENT

NATURE OF WORK

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.

ILLUSTRATIVE EXAMPLES OF WORK

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 devises/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 liaison between City Manager and Citizens/Pilots

Ability to organize and supervise the work of staff

Ability to maintain effective moderately complex work records and reports

DESIREABLE EDUCATION AND EXPERIENCE

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.