

SNOHOMISH COUNTY JOB DESCRIPTION
AIRPORT SUPERINTENDENT OF OPERATIONS

Spec No. 2024

BASIC FUNCTION

To direct operations of Snohomish County Airport and to maintain a community relations program with Airport users, tenants, the surrounding community and government agencies.

STATEMENT OF ESSENTIAL DUTIES

1. Works with Airport Manager in development and administration of policy and procedures required for safe, efficient operation of the Airport.
2. Supervises the implementation of aviation and Airport operations requirements with Airport tenants, users, the Federal Aviation Administration, and state and local governmental agencies as required; participates with the Airport Business Supervisor, Facilities Maintenance Manager and Public Safety Supervisor in developing and implementing safe and efficient standards for the operation of the Airport.
3. Represents the Airport at governmental meetings, user forums and community groups.
4. Provides information to private citizens, pilots, community groups and the press about Airport operations, noise levels, future plans, law changes and special events; reports trends in noise levels and noise concerns to Airport management, the Paine Field Community Council and interested community groups.
5. Works with the Airport maintenance manager to identify and correct Airport operational deficiencies in support of FAR Part 139 certification. Project manager for the annual FAA Part 139 Certification Inspection.
6. As a member of Airport Real Estate and Leasing Committee; provides information regarding rental and landing fees, and insurance coverage. Reviews tenant leases and improvement projects for impact on and compatibility with airfield uses and planning. Provides information on noise abatement procedures; encourages conformance to noise abatement procedures through personal contacts, letters and newsletters.
7. Supervises the Airport Noise Technician in the collection and analysis of data provided by noise measuring equipment; including calculating noise level indexes measuring the magnitude, frequency, and duration of Airport noise; correlation noise indexes with records of user takeoffs and landings. Works with governmental agencies to secure approval of noise abatement procedures; makes recommendations to improve noise abatement program.
8. Supervises the Airport Noise Technician in receiving and investigating noise concerns; and taking appropriate remedial action, including providing feedback to the public.

SNOHOMISH COUNTY JOB DESCRIPTION
AIRPORT SUPERINTENDENT OF OPERATIONS

Spec No. 2024

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Supervises the Airport "Management Professional" Program. Provides daily guidance to program participants related to projects, programs, and individual training, and provides personal monitoring.
10. Assists the Airport Manager in developing the Airport Capital Improvement Program for Growth Management Act compliance. Administers the FAA Airport Improvement Program/Capital Improvement Program. Develops plans and specifications for public works projects. Manages the FAA grant application process. Manages consultant selection process for capital improvement projects.
11. Coordinates with consultants and contractors in the design and construction of airfield improvements. Supervises the Airport's environmental compliance functions related to Airport construction projects; reviews environmental checklists and related documents for airfield construction projects.
12. Coordinates the Airport Quarterly Training Plan.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree with course work in aviation, business, public administration, communications, and writing, or other fields related to Airport management; AND, two (2) years of experience in Airport operations and administration; OR, an equivalent combination of training and/or experience that provides knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Qualifications as a pilot highly desired. Advanced pilot qualifications (ATP), experience flying large aircraft, or experience in military aviation is highly desired.

KNOWLEDGE AND ABILITIES

Knowledge of:

- quality management philosophy
- federal, state and local regulations for operations of a public airport
- federal, state and local environmental regulations

SNOHOMISH COUNTY JOB DESCRIPTION
AIRPORT SUPERINTENDENT OF OPERATIONS

Spec No. 2024

KNOWLEDGE AND ABILITIES (Continued)

- airport management and administration
- airport operations from users viewpoint (pilot perspective)
- computer literacy and competency for word processing and spreadsheet applications
- methods and techniques utilized in the production and presentation of written reports

Ability to:

- establish and maintain effective working relationships with superiors, peers and the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and presentations
- evaluate problems and define solutions or compromises that mitigate concerns of interested parties
- maintain accurate written records and to prepare clear concise written reports
- speak convincingly in public and before groups
- exercise courtesy, discretion and tact in the face of hostility and dispute
- read, interpret and apply the various laws, rules and regulations that govern airport operations and procedures
- learn field and laboratory noise monitoring techniques and related mathematical procedures
- interact with supervise technical and skilled employees

SUPERVISION

The employee in this class reports to the Assistant Airport Manager and supervises aviation operations. The work is performed with considerable independence with periodic reports to the Assistant Manager. The employee's performance is reviewed and evaluated through status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment and on the airfield with occasional field trips to locations in the surrounding community for the purpose of attending community meetings and related activities. Work related to airfield operation, environmental review, noise monitoring, investigation of noise concerns and tenant relations will require work out of doors in all kinds of weather. The employee will be required to work evenings, weekends and holidays, as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

SNOHOMISH COUNTY JOB DESCRIPTION
AIRPORT SUPERINTENDENT OF OPERATIONS

Spec No. 2024

Class Established: October 1983 as Public Information Officer
Previous Spec No. 343291
Retitled: July 1983 as Airport Information Officer, April 2012
Revised and Retitled: January 1986 as Airport Aviation Supervisor, April 1991 as Airport
Environmental/Aviation Supervisor, August 1991
EEO Category: 2 - Professionals
Pay Grade: 111 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous