

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **OPERATIONS SUPERVISOR - AIRPORT**

Spec No. 2331

### **BASIC FUNCTION**

To plan, schedule, and supervise the work of employees engaged in supporting Airport Operational requirements mandated by the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA); including management of computer technology, surveying / legal descriptions / AutoCAD, and other related tasks.

### **STATEMENT OF ESSENTIAL DUTIES**

1. Schedules, coordinates, and supervises the daily activities of the Airfield; determines weekly/daily work priorities and prepares work schedules; coordinates work with other divisions, departments and contractors to minimize conflicts and delays; inspects work in progress and on completion to ensure compliance with instructions, procedures, FAA standards and timelines; and forecasts and requisitions equipment, materials, and supplies as required.
2. Plans, schedules, supervises, monitors and evaluates the work of subordinate employees; provides personnel leadership, coaching and assistance as necessary; participates in personnel processes, including hiring, evaluations, discipline, transfer, promotion and terminations; trains or supervises the training and certification of all employees as necessary to meet FAA and TSA regulatory requirements; responds to employee questions, concerns, and grievances.
3. Develops, recommends, and implements Airport Operations Quality Assurance programs; monitors and inspects work sites and equipment; evaluates work in progress and upon completion to ensure compliance with applicable regulations, specifications, and instructions; recommends actions to reduce costs, promote efficiencies and maintain quality operations; resolves construction and maintenance problems; enforces environmental and safety rules and regulations; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient airfield operations, and recommends changes as appropriate.
4. Prepares work estimates and specifications for projects; approves routine purchases; monitors expenditures; and assists with preparing and administering annual program budgets including personnel costs under the direction of the Superintendent of Operations.
5. Develops, recommends, and implements emergency response plans and programs to meet FAR Part 139 requirements.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

6. Manage, coordinates and supervise snow removal events per FAA Part 139 requirements. "Snow Boss" function includes prioritizing snow removal events, coordinates and controls airport snow and ice collection and removal program as mandated by the FAA to include personnel storm safety and operational training. Manages departmental and tenant storm center coordination. Evaluates operational snow removal techniques and equipment recommendations for improved operations.
7. Maintains records and prepares required reports; manages employee/customer quality suggestion and feedback system; works with the public and other county employees as necessary to resolve complaints, answer questions, or develop and recommend new or revised procedures.
8. Supervises and coordinates Airport security program; participates in airport security decision making and is responsible for Operations team access to all facilities.
9. Supervises Airport Operations staff to implement critical Airport operating functions to include: noise abatement, airfield security, tenant hangar management, construction project management, airfield incident response, ground vehicle training and other operating functions as assigned by the Superintendent of Operations.
10. Manages technology program to include hardware and software associated with AutoCAD and other computer equipment including the ability to work directly with Airport Management staff to complete required legal descriptions, airport drawings, airport layout plans and other computer functions as assigned. Supervise Airport Network Administrators in cooperation with the Department of Information Services.
11. Supervises, coordinates and controls technology infrastructure in cooperation with the Department of Information Services; maintains and controls accurate AutoCAD databases for use in GIS and analytical duties as required; participates in the development of new technology for Airport purposes; expands and develops current technology infrastructure to meet current standard business levels; maintains and develops Airport security camera system.

#### **STATEMENT OF OTHER JOB DUTIES**

12. Participates in developing departmental program plans, goals and objectives; facility policies, procedures and rules; and required reports as needed.
13. Advises Superintendent of Operations regarding airfield operating issues or problems.
14. Performs duties of subordinates as needed.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

15. Participates in Airport administrative boards, training seminars, Airport and community functions, and County organizational teams and programs as assigned.
16. Performs related duties and special projects as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in Airport / Business Administration, plus five (5) years of Airport Operations experience, including a minimum of two (2) years supervisory experience and two (2) years of progressively responsible technology (hardware and software) experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Prior Airport supervisory experience is preferred.

### SPECIAL REQUIREMENTS

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

A job offer may be conditioned on satisfactory results of a post-offer medical examination or inquiry AND a criminal history background check.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of effective leadership and supervision, and program coordination, planning and development, and total quality management skills to include process improvement, suggestion and feedback systems, and team building
- principles and practices, procedures and methods followed in all phases of Airport Operations, including airfield planning, airfield emergencies, snow and ice control operations, FOD operations, customer assistance, FAR understanding, AutoCAD and surveying, construction management, and facility management
- general aviation aircraft and piloting such as covered in the Private Pilot Ground School curriculum defined by the FAA
- standard methods, techniques, tools, materials, and equipment capabilities used in all phases of construction, airfield management, and airfield/aircraft emergency response
- advanced reading, math, English, grammar, FAR knowledge, construction techniques and plan reading, AutoCAD experience, surveying and land development techniques, technology infrastructure knowledge

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### KNOWLEDGE AND ABILITIES (Continued)

- relevant building codes and ordinances, environmental regulations, FAA regulations and federal, state and local laws
- computer programs and technology
- principles and practices of accounting and budgeting

### Ability to:

- plan, coordinate, supervise, and evaluate the work of subordinate employees assigned to multiple locations
- interpret administrative directives, plan and organize work independently; exercise initiative and sound judgment to complete assignments within budget and time constraints, make decisions within scope of assigned authority
- work under pressure, manage work items concurrently, cope with interruptions and changing priorities and meet deadlines
- initiate, implement and coordinate an effective Operations staffing plan
- initiate, implement, administer and coordinate an effective Quality Assurance Program
- initiate, implement, administer and coordinate an effective equipment control plan
- initiate, implement, administer and coordinate an effective Airport Certification Manual as mandated by the FAA
- initiate, implement, administer and coordinate an effective safety and training program
- analyze and determine resource requirements for all types of construction, and airport operations requirements
- read, interpret, and work with blueprints, drawings, sketches, specifications, and technical data
- monitor Operations processes and systems for quality operations
- analyze a variety of repair and computer technical issues, and take appropriate action to resolve problems
- evaluate policies and procedures and make recommendations for improvements
- recognize and correct unsafe working conditions
- communicate effectively both verbally and in writing
- maintain records and prepare required reports
- establish and maintain effective working relationships with superiors, subordinates, lease tenants, customers, and the general public
- ensure quality workmanship, timely completion of work in progress, and customer satisfaction
- motivate personnel and promote teamwork atmosphere within the Operations department
- utilize standard office equipment, computer technology and software packages to perform assigned duties
- maintain confidentiality of information
- conduct staff meetings, coordinate training programs and prepare presentations

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### PHYSICAL EFFORT

The work may involve the operation of a variety of operation vehicles and equipment, and require occasional strenuous physical effort.

### SUPERVISION

The employee reports to and receives direction from the Superintendent of Operations. The work requires independent judgment by the employee. The work is reviewed through meetings, direct observation, customer response, results obtained, and annual evaluations.

Supervisory responsibilities include daily oversight of Operations Specialists, temporary employees, and Airport interns.

### WORKING CONDITIONS

Work is primarily performed at the Airport Operations Office at Paine Field with trips as necessary throughout the 1,300 acre Airport facility, the downtown Everett campus, and throughout the County to coordinate Airport operations, supervise staff and attend meetings. Working conditions may include outdoor operations in all types of weather conditions and involves exposure to a variety of hazardous work conditions and materials. Administrative work is usually performed in a normal office environment.

The employee will be required to work evenings, weekends and holidays as necessary. Employee is required to be on call 24 hours a day with the ability to respond to the Airfield on an as needed basis.

The airport is open 24 hours a day, 7 days a week. This position is a primary on-call responder in a variety of emergency maintenance and repair operations.

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

[EEO policy and ADA notice](#)

Class Established: November 2009  
Revised: September 2016  
EEO Category: 2 - Professionals  
Pay Grade: 243 – Classified Pay Plan  
Workers Comp: 5306 – Non-Hazardous