

SNOHOMISH COUNTY JOB DESCRIPTION

OPERATIONS SUPERVISOR II - AIRPORT

Spec No. 2417

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. Responsibilities include being the lead person for planning and managing FAA Part 139 Certificate and the TSA Airport Security Plan.

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 and TSA 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. Directs and is responsible for the Airports TSA security program; participates in airport security decision making and is responsible for Operations team access to all facilities.
4. Plans, organizes, coordinates and supervises all phases of Airports security program including, security patrols, security response, emergency preparedness; coordinates operations with other county departments and federal agencies as required.
5. Works directly with Snohomish County Departments, including Public Works, Department of Information Services, Purchasing, and Snohomish County Sheriffs as a technical resource on Airport related matters.
6. Department liaison with Airport business partners such as Boeing, ATS, Propeller Airports, airlines and County hangar tenants for coordination, airport planning, and to resolve issues.
7. Works with TSA, FAA, National Transportation Safety Board (NTSB) and other federal and local law enforcement agencies, airport tenants and stakeholders to ensure a secure environment and oversees NTSB investigations.
8. Plans and conducts the annual Aviation Security (AVSEC) Contingency Plan Exercise

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9. Exercises direct supervision over assigned contractors or staff in the Badge & ID Office, Security Compliance, Security Operations, and Security Systems.
10. Ensures daily compliance with airport security regulations as assigned. Performs assessments, investigations, training, etc. Position performs audits as assigned, immediately initiates corrective actions for any instance of non-compliance.
11. Acts at Airport Security Coordinator (ASC) on a rotation basis.
12. 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.
13. 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.
14. Develops, recommends, and implements emergency response plans and programs to meet FAR Part 139 requirements.
15. 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
16. 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.
17. 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.
18. Manages technology program to include hardware and software associated with AutoCAD and other computer equipment including the ability to work directly with Airport

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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.

19. 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

20. Participates in developing departmental program plans, goals and objectives; facility policies, procedures and rules; and required reports as needed.
21. Advises Superintendent of Operations regarding airfield operating issues or problems.
22. Performs duties of subordinates as needed.
23. Participates in Airport administrative boards, training seminars, Airport and community functions, and County organizational teams and programs as assigned.
24. 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. Must have an Airport Security Coordinator Certification prior to hire date and obtain an American Association of Airport Executives (AAAE) Certified Member (C.M.) certificate within two years of hire. 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.

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Must obtain a concealed weapons permit within ninety (90) days of hire. Must pass a fingerprinted-based Criminal History Record Check (CHRC) and a Security Threat Assessment (STA) as required by TSA.

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
- relevant building codes and ordinances, environmental regulations, FAA and TSA 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 Airport Security Program as mandated by the TSA
- initiate, implement, administer and coordinate an effective safety and training program

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- 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.

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.

The employee leads full-time Operations Specialists, Credentialing staff, temporary employees, and Airport interns. Independent judgment, initiative and action are required

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.

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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: September 2020
EEO Category: 2 - Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 – Non-Hazardous
FLSA Status: Exempt