

City of San José
CLASS SPECIFICATION

Title: Airport Operations Superintendent I/II (3525/3532)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Airport Operations Manager	Exempt

CLASS SUMMARY

Manages, directs, plans and organizes all functions and responsibilities associated with a workgroup/program within one of the Airport Operations Division's four sections; Airside, Landside, Security, and Terminal operations. The workgroups/programs in these four sections include airfield safety and compliance; emergency planning, wildlife management, noise monitoring/curfew, general aviation, airport certification; public & employee parking facilities; ground transportation services; internal bussing operations, security compliance, Airport badging, access control/CCTV, Airport Operations Center, common use equipment, and terminal resource allocation. Coordinates with Federal, state, and Local agencies/service providers. Performs related work as required. These positions may be required to rotate between the individual sections based on operational needs.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed class which is the fourth of a five classification airport operations series. The position reports directly to the Airport Operations Manager. As the principal participants with the Operations Manager, this class shares a major responsibility for interpreting, enforcing policies, methods, and procedures to ensure effective management of the day-to-day operations of the airport. This class differs from the lower class of Airport Operations Supervisor in that an incumbent of the latter class has a narrower span of control for operations area of the airport and receives supervision from the Airport Operations Superintendent.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Airport Operations Superintendent I

Bachelor's degree in aviation or closely related field AND four (4) years of experience in the aviation field, including two (2) years at the level of Airport Operations Supervisor I or higher. Aviation experience is typically gained by working for the following types of organizations: airport, airline, fixed based operator, airport related contractor, aviation related government agency or military aviation.

Airport Operations Superintendent II

Bachelor's degree in aviation or closely related field AND two (2) certifications from an airport industry professional organization AND six (6) years of experience in the aviation field, including two (2) years at the level of Airport Operations Superintendent I.

Acceptable Substitution

Additional experience in aviation may be substituted for the bachelor's degree requirement on a year-for-year basis.

Required Licensing (such as driver's license, certifications, etc.)

- Incumbents are required to complete and pass a TSA mandated, Criminal History Records Check and a Security Threat Assessment and all other City, State or Federal requirements.
- California Driver's License.
- Obtain an Airport issued Ramp Drivers Permit and Movement Area Operating Permit within 6 months of employment.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
Knowledge of:
 - Certification inspection requirements and the regulations governing an airport that is part of the National Transportation System used by air carrier aircraft under authority of the Federal government.
 - Federal, state, and local rules and regulations pertaining to airport operations and airport certification requirements.
 - Practices and procedures of all airside, security, terminal and landside activities and functions.
 - Safe vehicle operations at an airport.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking – Approaching a problem or situation by using a logical, systematic, sequential approach.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

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- Current and proposed legislation as it affects airports and air transportation in general, airport security and safety, and air carrier operations; and Federal Aviation Administration, Transportation Security Administration and Public Utilities Commission decisions and regulations.
- Methods, materials, and equipment used in aircraft ground handling, recovery, and/or servicing.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Assumes responsibility for all Airport operations; ensures airport is operated in accordance with applicable Federal, State and local rules and regulations.	Daily
2.	Prepares and monitors budget for their workgroup/program.	As Required
3.	Assumes responsibility for their workgroup/program activities including setting and achieving program goals, developing plans and procedures and coordination with effected entities/staff.	Daily
4.	Performs as liaison with management and supervisory personnel of airport tenants, users, other City Departments, the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA).	As Required
5.	Provides customer service to the public (i.e., directing passengers, listening to and reporting complaints, etc.)	Daily
6.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

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	Climbing		Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling		Pushing
X	Crouching	X	Seeing	X	Repetitive Motion

Incumbents may be subjected to fumes, poor ventilation, intense noises and working outdoors.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

CLASSIFICATION HISTORY Created 05/80, Rev. 12/4, 12/87, 02/95, 02/96, 8/13, 04/22; s004