CLASS TITLE: Shift Supervisor of Airport Ground Transportation

CHARACTERISTICS OF THE CLASS: Under direction, plans, assigns, supervises and reviews the work of staff engaged in monitoring taxis, limousines, buses and courtesy vehicles at a Chicago Municipal airport on an assigned shift; and performs related duties as required.

EXAMPLE OF DUTIES: Oversees the daily work activities of Airport Ground Transportation Monitors on an assigned shift; ensures the orderly movement of ground transportation vehicles travelling on municipal airport roadways and curb front loading zones; mediates and resolves problems relative to violations committed by commercial vehicles operators; drafts status and progress reports on grounds transportation activities; reviews service complaints from the general public and private agencies; coordinates work and shift schedules for assigned staff; completes staff performance evaluations; maintains operational records.

DESIRED MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in a public transportation, public service or security position; including two years in a supervisory or administrative capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of ground transportation operations and activities; Good knowledge of the principles and practices of supervision.

Ability to supervise the work of others. Ability to coordinate the movement of ground transportation vehicles ensuring smooth flow of traffic. Ability to prepare informative concise reports.

Working skill in supervising and coordinating the activities of a large group of personnel. Working skill in communicating effectively both orally and in writing. Working skill in coordinating ground transportation activities.

November, 1980