



**Code: 7021**  
Family: Aviation  
Service: Operation and Construction  
Group: River, Harbor, and Transportation  
Series: Airport Operation

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## **CLASS TITLE: AIRPORT OPERATIONS SUPERVISOR II**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, inspects airfield and airside facilities for overall operational safety, ensuring compliance with operational safety and security standards relating to airport operations under 14 CFR Part 139 administered by the Federal Aviation Administration (FAA) , AND

Functions as a duty supervisor as assigned, making work assignment to airport operations staff on shift, ensuring that recordkeeping is completed, and responding to incidents affecting the operational safety of airfields and terminals that occur during the shift, and performs related duties as required

### **ESSENTIAL DUTIES**

- Visually inspects the condition and maintenance of airfield facilities and surrounding perimeter (e.g., runways, taxiways, ramps, safety areas) to ensure surfaces are free of safety hazards, obstructions and debris and in good physical condition
- Schedules maintenance work and requests emergency repairs and monitors work crews on the airfield performing work such as pavement repairs (e.g. potholes), removal of debris and other safety hazards from airfield, and the repair of airfield lighting and signage equipment
- Prepares documentation and reports of airfield inspections, findings and irregularities and maintains daily log of activities / operations logs
- Issues and cancels Notice to Airman (NOTAMS) to provide current information on aviation and airfield conditions including the opening and closing of runways to FAA air traffic control
- Monitor weather service reports, check surface conditions and temperatures and advise city personnel, contractors and other aviation personnel of weather conditions
- Works with contractors and airport personnel in coordinating construction work on the airfield, implementing procedures to control access and movement of personnel on the airfield, closing and opening runways and other airfield areas, and approving proper placement barricades
- Acts as a liaison to the FAA, airport administration, and the operations tower, monitoring and directing the reporting and dissemination of information relating to construction work, emergency situations and other incidents affecting aircraft movement and field conditions
- Provides appropriate level of response in emergency situations including monitoring responders, taking actions to ensure operational integrity of airfield and maintaining communications with airport management and the operations tower
- Responds to inquiries regarding the status of airfield facilities and maintenance issues
- Oversees maintenance of terminal facilities and responds to emergencies and unusual incidents in terminals during off-business hours
- Coordinates snow removal operations on the airfield providing routes to snow trucks and observing movement on the airfield from the tower
- Takes appropriate action to clear aircraft operating areas and airfield of wildlife hazards

**NOTE:** *The list of essential duties is not intended to be all inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Three years of airfield operations work experience; or an equivalent combination of education, training, and experience

### Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must obtain airfield certification within six months of hire

## WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, calculator)
- Computers and peripheral equipment (e.g., personal computer and computer terminals)
- Measuring wheel / laser range finder
- Binoculars
- Digital camera
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Friction testing devices
- Hand held radio
- United States Department of Agriculture (USDA) approved pyrotechnics and a starters pistol

## PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to climb staircases, ladders, to access facilities

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Considerable knowledge of:

- \*applicable federal (e.g., FAA), state, and local laws, regulations, and guidelines
- applicable airport policies, procedures, rules, and regulations
- \*airport operations methods, practices, and procedures
- airfield inspection and maintenance methods, practices, and procedures
- airport emergency procedures
- airport layout

Moderate knowledge of:

- airport security methods, practices, and procedures
- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for previously successful performance in the Airport Operations Supervisor I class

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for previously successful performance in the Airport Operations Supervisor I class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- RECOGNIZE SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

Other abilities as required for previously successful performance in the Airport Operations Supervisor I class

### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

November, 2011