

POSITION DESCRIPTION

City of Monett

Monjob76

JOB TITLE: Airport Superintendent

DEPARTMENT: Monett Municipal Airport

SALARY RANGE: Payroll – Level 11

IMMEDIATE SUPERVISOR: City Council

ESSENTIAL FUNCTIONS

- I. Supervisory Activities 30% of Time
- A. Participates in the selection process and delegates to immediate supervisor an orientation to the job for all new employees.
 - B. Monitors performance and provides appropriate coaching and judging, as needed.
 - C. Evaluates and recommends employees for continued employment.
 - D. Provides ongoing supervision for all employees assuring for safety and professionalism.
 - E. Provides ongoing corrective action for employees in need, assuring professionalism.
 - F. Makes special and non-routine work assignments assuring that the employees understand what is required and have the necessary safety equipment and training to complete the assignments.
 - G. Makes recommendations for promotions and recognition as appropriate, assuring for professionalism.
 - H. Assists, as needed, in completing the routine work, assuring for appropriate role modeling regarding safety and thoroughness.
 - I. Completes regular reports to appropriate parties assuring for accuracy and timeliness.

- J. Receives and approves requests for vacation and holiday time. Submits requests to City Clerk for record keeping. Collects and submits all employee time sheets.
- K. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

II. Liaison Activities ??% of Time

- A. Responds to and provides follow-up directly and indirectly on any and all citizen concerns or complaints assuring for a positive public image and for professionalism and timeliness.
- B. Responds to and provides follow-up on all requests from all City departments assuring for professionalism and timeliness.
- C. Collects bids for the purchase of equipment and all other applicable items required to conduct City business and work tasks assuring for compliance with all appropriate City policies and for professionalism. Conducts all follow-up required to purchase items in bid.
- D. Supervises all weather related and emergency situations and remains available and on-call on a 24-hour basis.
- E. Monitors airport operations assuring for compliance with all City, state, and federal laws and rules.
- F. Coordinates with other City departments to ensure that the Airport facilities are maintained and up-to-date in accordance with all City, state, and federal laws.
- G. Communicates with the FAA, the Missouri Weights and Measures Department and other agencies as required to remain in compliance with applicable rules and regulations related to the Airport.

III. Budget Activities 10% of Time

- A. Prepares each direct reporting division's budget in accordance with the standards established by the Director of Finance assuring for accuracy and timeliness.

- B. Defends and explains the details of each division's budget, as needed, assuring for accuracy.
- C. Provides details if budget variances occurs and assists in bringing operations back into compliance with budget, as needed.
- D. Conducts planning for special projects, as requested, assuring for thoroughness, safety for crew, adherence to budgets, and coordination with other departments.

IV. Technical Activities 40% of Time

- A. Maintains an awareness of the technical aspects of each of the areas in all the jobs.
- B. Monitors the various activities and provides backup and/or assistance as required, assuring for continuity.
- C. Provides clarification, problem-solving and answers, and takes responsibility for administrative matters, as needed.
- D. Attends regular training and continued education to remain up to date on all regulations, policies and technical requirements related to the airport.
- E. Responsible for updating the City on required activities to remain in compliance with regulations.

V. Other Activities 20% of Time

- A. Oversees and conducts all necessary construction, remodeling, maintenance and any required improvements for the Airport.
- B. Responsible for aircraft storage and handling for private and industries.
- C. Maintain security for all City owned Airport hangars. Coordinates with private individuals regarding leases, storage, handling of their aircraft, etc., assuring for the best PR for the airport and the City.
- D. Maintains all specialty lighting and signs for the Airport and runways.

- E. Maintains all Airport equipment and does necessary preventative maintenance and repairs.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed 2 years of technical school beyond High School.
- ◆ Valid driver's license, and valid Class B CDL.
- ◆ Three years or more supervisory experience.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Average complexity of decision making.
- ◆ Above-Average time pressure of decision making.
- ◆ Above-Average analytical thinking.
- ◆ Above-Average conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Above-Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch