



Job Posting Form

Posting Date: March 1, 2021
Position: Airport Operations Supervisor
Location: Gary/Chicago International Airport (GYY)

Submit cover letter and resume to: Ralynn Crockett
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Human Resource Coordinator

Avports
Gary/Chicago International Airport
6001 Airport Road Gary, Indiana 46406

Notation(s): See attached job description.

Until Vacancy is Filled
No Phone Calls Please

POSITION: Airport Operations Supervisor, Full-Time, Exempt

REPORTS TO: Airport Operations Manager
Assistant Airport Manager

LOCATION: Gary, Indiana

AIRPORT: Gary/Chicago International Airport (GYY)

SUMMARY

Directly supervises Airport Operation Officers in maintaining the airports FAR Part 139 Class I certificates. Carry out responsibilities in accordance with the organization's policies and applicable federal regulations. Responsibilities include training employees, directing work, addressing complaints, and resolving problem; acts on behalf of the Airport Operations Manager and Assistant Airport Manager in his/her absence' and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Plans, organizes, supervises, and directs operations, conducts training, scheduling and assignments from the Operations Manager and/or Airport Managers.
- Responsible through a staff of Airport Operation Officers and the Operations Safety and Security Coordinator for reporting and dissemination of information regarding airport activities and facility conditions, safety and hazards, and information services to the public.
- Update and maintain all required pertinent Operation records on the computer based system and assist in providing professional services.
- Perform airport security inspections and video monitoring under requirements of TSR1542. Respond to any unauthorized entry of persons or vehicles on the ramps and AOA.
- Responsible for maintaining the airport safety under FAR Part 139 and reporting any discrepancies to the Airport Operations Manager.
- Provide initial ARFF response to all aircraft emergencies/alerts, and establish incident command with mutual aid fire rescue.
- Responsible for ensuring proper execution of the airport snow and ice control plan for both airside and landside operations.
- Respond to all airside and landside requests for medical assistance and coordinate appropriate medical attention with police and mutual aid EMS.
- Coordinate airside and landside construction, as well as maintenance activities and contract service providers to ensure safety and security, with minimum interference with airport operations.
- Conduct airside safety self-inspections and maintain pertinent records in compliance with the FAR Part 139 and the Airport Certification Manual (ACM).
- Assist and support the efforts of the Airport Security Department to ensure compliance with TSR-1542 and the Airport Security Plan (ASP).
- Provide support to the Airport Security Department in the issuance of security identification badges and other security media or signage.
- Assist and support in ensuring compliance with the Airport Environmental Management System (AEMS).
- Assist in the initial and recurrent training and development of airport operations and maintenance staff.
- Responsible for the accurate dissemination and recording of hourly and special aviation weather observations.
- Responsible for the issuance and dissemination of airfield Notices to Airmen (NOTAMS)
- Other duties as assigned.
- Maintains Wildlife Hazardous Management Program policies and procedures.
- Maintains customer service and professionalism with all User's, Tenants, and Customers at all time.
- Successfully maintain training requirements for FAA 139 Training, ANTN, and local training programs. Ensures programs follow regulatory agencies; implements changes or improvements concerning the daily operations of the airfield; continuously monitors skill levels and determines training needs; coordinates, monitors, and evaluates law enforcement, ARFF, air traffic control and snow removal operations.
- Assists in long-term airport planning, and departmental budgets.

- Acts as liaison with Federal Aviation Administration's control tower, tenants, users, airlines, and airport staff regarding operations.
- Attends public meetings regarding airport operations.
- Coordinates the updating of the Airport Certification Manual; Airport Emergency Plan, Airport Security Manual, and Airport Snow and Ice Control Plan.
- Perform all other tasks as assigned.

STATEMENT OF OTHER JOB DUTIES

- May act as lead worker over temporary help, interns, and/or other maintenance technicians under the direct or indirect supervision of the Airport Maintenance Supervisor or his representative.
- May perform a variety of semi-skilled and skilled building and ground maintenance tasks including routine building, electrical and plumbing repairs, routine mechanical maintenance and service work, multi-day project supervision and the operation of a variety of construction maintenance equipment such as snow plows, lawn equipment, and similar equipment.
- May be required to perform any other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all Operation Officers and Operation Coordinators at GYY. Executes supervisory responsibilities in accordance with AvPORTS policies, procedures and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning and directing work; appraising performance; recommending rewards and discipline; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional requirements include the ability to perform the duties of this position to Company standards, which includes, but is not limited to, passing, to the satisfaction of the Company, initial and periodic Company tests to ensure the initial and on-going maintenance of required level of proficiency. The successful candidate will also possess the ability to positively interact in a team-work environment, possess strong customer service skills, and demonstrate effective written and verbal communication skills.

EDUCATION and/or EXPERIENCE

- Four year degree in Aviation or experience in airport airfield operations and/or airline and general aviation operations.
- Minimum of five (5) years of progressively responsible airport management and three (3) years personnel supervisory experience at an air carrier (Part 139) airport.
- Must be experienced in the performance of Aircraft Rescue and Fire Fighting, and a working knowledge of Airport Emergency Planning

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence and memos. Ability to write correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.

MATHEMATICAL SKILLS

Ability to calculate figures and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problem solving involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess or be eligible to possess a valid Driver's License.
- Acquire all licenses or certificates required by regulatory agencies.
- Meet the required Airport training criteria under FAR Part 139.
- Pass Company test pertaining to Federal Aviation Administration Federal Aviation Regulation Part 139.
- Maintain adherence to the Airport Environmental Management System ("AEMS").
- Meet or exceed the required training criteria under the Airport Environmental Management System.
- Meet or exceed, and required security training and performance criteria as mandated in the Federal Approved Airport Security Plan.
- Successful completion of FAR Part 139 ARFF live-fire training requirements within 90 days of hire
- Ability to complete periodic OSHA fire brigade physical exams
- Meet training requirements of the Airport Wildlife Management Program within 90 days of hire
- Possession of FAA Aviation Surface Weather Service (ASWO) "Certificate of Authority to take METAR Weather Observations" within 90 days of hire

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.