

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Aviation Services Supervisor
Department: Airport Operations
Revised : January 2014

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Aviation Services Supervisor classification.

GENERAL DESCRIPTION

Technical and supervisory work related to Airport maintenance, operations, and technical support. Work is performed under the supervision of the Airport Director.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises Aviation Service Workers and other assigned personnel in the performance of their duties; assists with the scheduling of Aviation Service Workers.

Inspects physical facilities; takes corrective action or coordinates repair.

Investigates and resolves complaints related to area of responsibility.

Operates various equipment, including radios, as required.

Assists with ordering fuel and maintenance of inventory.

Drives a fuel truck on Airport property and dispenses fuel to aircraft.

Prepares records for billing purposes of aircraft utilizing hangers or tie-down spaces on a permanent or transient basis.

Trains employees in the enforcement of State statutes, FAA regulations, departmental rules and procedures, airfield maintenance, OSHA, and personnel safety.

Participates in and supervises employees engaged in collection of fuel and oil sales and tie-down fees; supervises the servicing of all types of aircraft; supervises employees assigned to building and grounds maintenance.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of rules and regulations affecting Airport operations and control, safety, and security.

General knowledge of methods, practices, equipment, and materials used in building, grounds, and street repair work.

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General knowledge of methods, materials, and equipment used in aircraft service work.

General knowledge of Federal Aviation Administration (FAA) safety and security regulations related to airside/landside activities.

Ability to communicate effectively, orally and in writing.

Ability to acquire a Commercial Driver's License (CDL).

Ability to work independently and to assign and supervise the work of others.

PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, bending, stooping, and lifting weights in excess of 150 lbs. with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Maintenance, Aviation, or related field and one year of supervisory experience; or graduation from high school and four years of supervisory experience; or an equivalent combination of education and experience; prefer an Associate's Degree from an accredited college or university in Aviation and/or experience in aviation. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**