

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Airfield Grounds Supervisor  
**Department:** Airport Operations  
**Revised** : August 2020

**Class** : Service Maintenance  
**FLSA** : Non-exempt

*This job description supersedes any prior descriptions for the Airfield Grounds Supervisor classification.*

**GENERAL DESCRIPTION**

Skilled physical labor and supervisory work related to airport operations, and maintenance of facilities, grounds, landscaping and equipment. 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.)

Performs preventative maintenance on and routine inspections of the airport facilities, terminal building perimeter fencing and grounds; takes corrective action or coordinates repair.

Investigates and resolves complaints related to area of responsibility.

Maintains cleanliness of airport grounds and landscaping.

Operates equipment such as tractor (bush hog, snow-plow), mower, tug, and fuel truck.

Diagnoses, adjusts and repairs or replaces worn, defective, or damaged equipment and components using hand tools.

Directs/tows aircraft to parking location, and organizes arriving and departing aircraft.

Dispenses fuel to aircraft.

Assists with customer service, greets pilots and passengers, provides information, takes car reservations, and handles luggage.

Schedules and supervises Part-Time Airfield Grounds Workers in the performance of their duties; Provides schedule to Airport Director for approval; Monitors total hours for each supervised Part-Time employee year to date.

Monitor and assign hours as needed based on seasonal requirements.

Attends and completes training programs and updates as they become available.

Trains employees on regulations, departmental rules and procedures and personnel safety.

Assists with the orientation of new employees, particularly with reference to specific job assignments.

Coordinates with and assists the Aviation Services Supervisor with responsibilities.

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### **OTHER JOB FUNCTIONS**

Performs related duties as required.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of landscaping and grounds maintenance.

General knowledge of rules and regulations affecting airport operations, fueling, safety and security.

Basic knowledge of emergency management and the incident command structure.

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

Ability to communicate effectively orally and in writing.

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

Ability to take direction and work with other employees and the public in a courteous and cooperative manner.

### **PHYSICAL REQUIREMENTS**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 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 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. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

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

### **MINIMUM EXPERIENCE AND TRAINING**

High school diploma or GED and three years experience in landscaping, maintenance, customer service or airport line service, and at least one year of supervisory experience. Associate's Degree from an accredited college or university in maintenance, aviation, or related field preferred. A valid driver's license is required.

Hold or obtain (within 6 months) a North Carolina Department of Agriculture Public Pesticide Operator License. Prefer FEMA Emergency Management Institute Certifications IS-100 and IS-700, and Completion of FAR 139.321 Training

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