



CITY OF RENTON
invites applications for the position of:
**Airport Operations &
Maintenance Supervisor**

An Equal Opportunity Employer

SALARY: \$5,547.00 - \$6,760.00 Monthly
\$66,564.00 - \$81,120.00 Annually

OPENING DATE: 12/19/17

CLOSING DATE: Continuous

UNION AFFILIATION: AFSCME, Local 2170

DEPARTMENT: Public Works - Transportation Systems

JOB DESCRIPTION:

This position is open until filled with a first review date of January 8, 2018.

The salary posted is the 2017 wage. Effective 1/1/18 the position will receive a 2.5% COLA.

JOB SUMMARY:

Considered a working supervisor, oversee individuals and tasks. Plan and coordinate activities and operations associated with Airport operations and maintenance. Manage employee performance, promote, coach, mentor, and discipline in conjunction with a superior. Policy interpretation and administration.

SUPERVISION:

Reports To: Assistant Airport Manager

Supervises: Airport Maintenance Workers, Airport Operations Specialist

JOB DUTIES/RESPONSIBILITIES:

Essential Functions:

- Plan, organize and supervise the operations and maintenance of the Renton Municipal Airport.
- Recruit, train, recognize, develop, and evaluate the performance of assigned staff.
- Recommend actions in regards to hiring, promoting, coaching, mentoring, and disciplining.
- Delegate/assign, prioritize, review, and ensure timely completion of duties of assigned staff for maximum efficiency and impact.
- Assist in establishing and implementing the goals of the work group.
- Evaluate the Airport operations to improve customer service, productivity and efficiency, and assist with resolution of work-related complaints and issues that cannot be addressed by staff.
- Conduct and record FAA self-inspections in accordance with FAR Part 139 and take appropriate action to correct deviations.
- Act as tenant liaison; receive phone calls and log maintenance/operations activities.
- Provide technical and policy information to the public, and meet with complainants to address noise complaints and other community related issues while maintaining positive relations.
- Perform NOTAM Management and Wildlife management activities.
- Collaborate with the Airport Civil Engineer and Assistant Airport Manager on capital projects or maintenance activities that impact the airway system; develop solutions to ensure smooth operations of Airport.

- Provide GVO/badging classroom training to tenants, users and employees.
- Identify areas that require Contractor support and/or additional resources and coordinate with Assistant Airport Manager to schedule and secure.
- Maintain logs, schedules and databases for tool/equipment inventories, equipment replacement schedules and preventative maintenance of facilities and other assets.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance, work evening and/or weekend hours as assigned, and travel as required.

Standard Functions:

- May perform a range of maintenance activities including carpentry, electrical, plumbing or landscaping.
- Lead and participate in snow removal/ winter weather operations as needed.
- Perform other duties as assigned.
- May be assigned to support critical city priorities during disasters or other emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- HS Diploma or equivalent.
- Associates or Bachelor's degree in Aviation related field preferred.
- 4 years of airport operations/maintenance or facilities management experience.
- Or 4 years of relevant education and experience.
- One year supervisory or lead experience or demonstrated leadership experience.
- AAIE C.M. or A.C.E. preferred.
- Successful passing of a required background check.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Oral communication and presentation skills.
- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Accurate advanced mathematical skills.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Research and analytical skills.
- Decision-making skills.
- Leadership skills.
- Detail-oriented and organization skills.
- Conflict resolution and problem-solving skills.
- Ability to:
 - Plan and schedule preventative maintenance for a variety of equipment and tools.
 - Analyze a variety of repair and maintenance issues and make recommendations to resolve problems.
 - Compose, proofread, and edit correspondence.
 - Work independently.
 - Negotiate viable solutions under a variety of circumstances.
 - Generate complex reports.
- Knowledge of:
 - Work hazards and safety procedures.
 - Environmental regulations; federal, state and local laws.
 - Methods, materials, and tools used in maintenance work.
 - Proper use of safety devices or equipment.
 - Microsoft Word, Excel and Outlook.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 30% of work is performed in a typical office environment and 70% of work is performed outdoors in all weather conditions and involves moving throughout the facility and community.
- Required to carry Airport cell phone and be on-call in rotation with other staff.
- Driving and field work required.
- Operate a computer and other office equipment.
- Frequent communication with City employees and customers.
- Lift or move items weighing up to 40 pounds on occasion.
- Lift heavy objects in awkward and confined spaces, using proper lifting and rigging techniques.
- Climb and work from ladders, climb stairs, good reflexes and eyesight, and bending, stretching, and standing for extended periods.
- Exposure to high voltage wires, hazardous materials, heights, and noise from equipment.
- Noise level out in the field is moderately loud and noise level in the office is moderately quiet.
- Night meetings may be required.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2017 PW AOMS
 AIRPORT OPERATIONS & MAINTENANCE SUPERVISOR
 JD

OUR OFFICE IS LOCATED AT:
 1055 South Grady Way
 Renton, WA 98057
 425-430-7650
bsandler@rentonwa.gov

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Airport Operations & Maintenance Supervisor Supplemental Questionnaire

- * 1. Do you have a 2- or 4- year degree?
 Yes No
- * 2. Do you have experience at a civil airport or on a military airfield facility?
 Yes No
- * 3. Please provide a brief summary of your maintenance, facilities management or construction experience and how it applies to airport operations and/or this position.
- * 4. Are you able to communicate efficiently and effectively in via email, in public speaking situations, and via radio in a fast-paced aviation environment?
 Yes No
- * 5. Are you willing/able to work evenings, overtime, on-call, weekend and holiday shifts as operational requirements dictate/as directed by the Airport Manager?
 Yes No

* Required Question