

**TOLEDO-LUCAS COUNTY PORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE:	Airport Operations Supervisor
FLSA CATEGORY:	Exempt
DIVISION:	Airport
IMMEDIATE SUPERVISOR (TITLE):	Director of Airport Operations
POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED:	None

POSITION OBJECTIVES:

1. To coordinate and implement processes and procedures necessary to assure operational efficiency at Eugene F. Kranz Toledo Express Airport and Toledo Executive Airport including compliance with all rules and regulations of the Federal Aviation Administration (FAA), including 14 CFR Parts 77 and 139; TSR Part 1542 – Airport Security; and
2. To coordinate maintenance and safety training of Airport employees as required by the FAA, Transportation Security Administration (TSA), Public Employee Risk Reduction Program (PERPP), and any other training needed for compliance, and maintain records therefore; and maintain records therefore; and
3. To coordinate and perform various functions and activities associated with the day-to-day operations of the Airports.

QUALIFICATIONS:

1. Bachelor's degree from accredited institution in aviation management, aviation science, business administration, or relevant field, or demonstrated growth, development, and progressively increasing responsibility in operations or management in the transportation industry;
2. Three (3) or more years of operations experience at an FAA Part 139 airport;
3. Experience with airline service development a plus;
4. Thorough knowledge of airport administration and management principles and practices;
5. Thorough knowledge of federal and state aviation legislation, rules and regulations including procedures for compliance;
6. Demonstrated abilities as a "team player", self-starter, and a person who sets and meets deadlines;
7. Valid Ohio driver's license;

AIRPORT OPERATIONS SUPERVISOR

8. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;
9. Satisfactory results on background investigation;
10. Be insurable and maintain insurability for the operation of motor vehicles;
11. Ability to perform the essential functions of the position without creating a direct or indirect threat to the safety of oneself or others;
12. Residency in Lucas County or in any adjacent county within the State of Ohio, as designated pursuant to Port Authority policy; and
13. Must be willing and able to work nights, holidays and weekends as necessary and be on-call 24/7.

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate and ensure compliance with Federal Aviation Regulation (FAR) 14 CFR Parts 77 (Objects Affecting Navigable Airspace) and 139 (Certification of Airports), and update and maintain the Airport Certification Manual;
2. Coordinate and ensure compliance with Transportation Security Administration (TSA) Title 49 CFR Chapter XII Part 1542 (Airport Security).
3. Coordinate compliance with such other rules and regulations as may be imposed on Airport operations and/or affect the safe and efficient operations of the Airports;
4. Coordinate the development and implementation of safety and security plans and procedures with the FAA, State and County public safety and emergency response agencies, Airport tenants and Port Authority employees for emergencies including aircraft incidents and accidents, structural fires, natural disasters and bomb threats;
5. Inspect airside, terminal and landside facilities at Eugene F. Kranz Toledo Express Airport and Toledo Executive Airport (field checks) to ensure safe operating conditions, respond appropriately to emergency situations, promptly report unsafe or non-compliant conditions, and issue work orders for corrective repair or preventative maintenance as necessary.
6. Review matters involving safety, security, certifications and related matters which may impact airlines, passengers and tenants, and develop recommendations for improvement and/or compliance.
7. Coordinate construction projects at the Airports.
8. Monitor "storm-water management" practices of tenants and U.S. and Ohio Environmental Protection Agency (EPA) regulation compliance.
9. Coordinate maintenance and safety training of Airport employees as required by Federal

AIRPORT OPERATIONS SUPERVISOR

Aviation Administration (FAA), Transportation Security Administration (TSA), Public Employee Risk Reduction Program (PERPP), and all training needed for compliance, and maintain records therefore; and

10. Issue Notices to Airmen (NOTAMs) to the NOTAM Office of the Air Traffic Control System Command Center (ATCSCC), the FAA, air carriers and other Airport users as necessary.
11. Monitor mowing practices and scheduled burning of specific areas that have been set aside to protect and perpetuate rare species as identified by the Ohio Department of Natural Resources.
12. Assist with airfield snow removal.
13. Escort contractors and visitors on the airfield.
14. Coordinate compliance with the established Airport Wildlife Management Program.
15. Perform other duties as assigned by the Director of Airport Operations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear;
2. Operate telephone and computer systems;
3. Have full physical dexterity and agility;
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch;
5. Must be able to operate motorized vehicles.

Work Environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance, and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed and be able to tolerate exposure to airplane fuels, degreasers, deicers, and other chemicals commonly used in operating areas of airports. The employee may be required to work in confined spaces and at varying heights. The work may involve an element of personal danger.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT:

1. Airline representatives
2. Governmental agency representatives, including the FAA, TSA, the U.S and Ohio EPA, the Ohio Air National Guard and Ohio Department of Natural Resources personnel
3. Federal, state and local elected and appointed government officials
4. Present and potential Port Authority tenants and customers
5. Business community
2. All levels of Port Authority and Airport management and operations
3. Public utilities personnel
4. Residents adjacent to Airport properties
5. Airport patrons
6. General public

Last Reviewed: March 2021