Airfield Maintenance Supervisor

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**Job Code:** AIROPSMAINM1  
**Job Series:** 24115  
**Pay Grade:** CA&P[16]  
**FLSA Category:** NON-EXEMPT

**Job Family/Sub Family**

**Airport Operations:** The Airport Operations job family serves to ensure the proper upkeep and maintenance of the airfield and supporting structures. Functions encompass grounds and maintenance services, including oversight and programmatic administration.

**Sub Family**

**Maintenance:** Performs and oversees a variety of maintenance and preventive maintenance of airport equipment and buildings, along with other airfield facilities and grounds.

**Job Responsibilities**

- Analyzes and oversees the daily upkeep and maintenance of the airfield to include pavement surfaces, signage, equipment, navigational aids, and buildings.
- Ensures Airfield facilities/operating practices meet the requirements of all applicable federal, state and local government authorities (FAA, TSA, EPA, ODOT, etc.).
- Assists Airport leadership to maintain airport operations during airfield construction, maintenance, mowing, and snow removal procedures.
- Monitors and coordinates the custodial services to ensure appropriate levels of service and customer satisfaction.
- Directs and oversees the aircraft fueling and servicing activities of Ohio University Airport to both internal (University) customers and the general public.

**Role**

- Supervises work activities. May have significant input for personnel actions for team. Position at this level may have a portion of time spent on performing duties similar to those of direct/indirect report in the department, however, supervisory activities must be a primary job function.
- Accountable for the effectiveness and productivity of area.
Impact and Complexity

- The responsibilities for this position are clearly defined. Typically solves technical and operational problems using established guidelines and procedures.
- Works under general supervision and work progress/outcomes are reviewed for soundness of judgment and overall thoroughness and accuracy.
- Supervises workflow and processes that are clearly defined and routine. Work is guided by policies and standards. Work impacts the day-to-day objectives and results of job area.

Requirements

Knowledge and expertise in custodial or related services and leadership and administrative skills typically obtained through an Associate’s degree and 2 or more years of experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.