Airport Operations Supervisor/ARFF Chief - Promotion
Tompkins County

Department: Airport
Classification: Competitive
Labor Grade: 13
Approved: 0
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS FOR PROMOTION:

Five years of full time permanent and/or contingent permanent competitive class status in the title of Airport Fire Fighter/Operations Technician with the Ithaca Tompkins Regional Airport.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

(1) Possession of a valid New York State Commercial Drivers License (Class "B").
(2) Possession of a FAA accredited Basic Aircraft Rescue and Fire Fighting Course.
(3) Possession of a New York State Basic Recruit Fire Fighter Certificate.
(4) Possession of a current New York State Emergency Medical Technician Certificate within 60 days of application.

DISTINGUISHING FEATURES OF THE CLASS:

An individual in this class has responsibility for the day-to-day operation and supervision of the Airport's Operations, Maintenance and Aircraft Rescue/Fire Fighting section. This position is responsible for monitoring and controlling airport use as well as supervising all maintenance and construction activities. The work performed must follow all federal, state, and local laws and regulations. The incumbent is responsible for developing and coordinating agreements with surrounding mutual aid agencies to mitigate emergencies that exceed the airports emergency resources. A variety of knowledge is required in order to supervise the maintenance work performed. The position also requires knowledge in the field of aircraft rescue and firefighting. The duties are performed under the direct supervision of the Assistant Airport Manager and the general supervision of the Airport Manager with considerable leeway allowed for the exercise of autonomy and independent judgment. The employee is responsible for supervising the work of Airport Firefighter/Operations Technicians and Trainees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assigns and supervises all airfield operations and maintenance work across multiple shifts;
In coordination with the Terminal Services Coordinator, assigns and supervises maintenance work in the terminal building and its environs;
Conducts regular inspections of airfield runways, taxiways, safety areas, lighting and security to ensure compliance with FAA rules and regulations;
Responds to emergency calls and coordinates Airport and mutual aid resources to mitigate emergencies;
Operates fire fighting and rescue vehicles and equipment;
Responds to medical emergencies as an Emergency Medical Technician;
Supervises and participates in aircraft rescue and firefighting training as instructor and evaluator;
Ensures the enforcement of safety and security regulations;
Initiates and oversees the training of employees in the use of fire equipment, and operation of motor vehicles and heavy equipment;
Institutes and supervises all safety programs such as; lockout-tagout, personal protective equipment, respirator training and fit testing, and blood borne pathogens training;
Maintains the Airport Certification Manual (ACM) including all Letters of Agreement and Emergency Plan;
Conducts an annual Emergency Plan review and coordinates the tri-annual full-scale disaster drill in concert with airport staff and other mutual aid agencies;
Schedules the replacement of airport equipment and writes all specifications for procurement of new equipment;
Inspects tenant leased or rented areas;
Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments;
Compiles staff work schedules and ensures adequate coverage;
Prepares and submits annual budget requests to the Airport Manager for airport operations, maintenance, and emergency services;

Certifies to airlines and airport users that the airport is in safe operating condition;
Operates snow and ice removal equipment;
Supervises and assists in the maintenance and repair of airport vehicles.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of an extensive body of federal, state, and local laws, rules, regulations and procedures that apply to airport certification, management, and compliance;
Thorough knowledge of the principles, methods, tools, and materials used in airport maintenance and construction;
Thorough knowledge of safety practices to adhere to industry standards;
Thorough knowledge of the principles and practices of personnel supervision and leadership;
Thorough knowledge of airport facilities, navigational aids, and aircraft;
Thorough knowledge of aircraft rescue and firefighting procedures and equipment;
Thorough knowledge of the Incident Command System;
Ability to work effectively under stressful conditions, analyze situations, and rapidly make accurate decisions in life threatening situations;
Ability to understand, interpret and explain rules and regulations to staff and others;
Ability to keep records and prepare detailed written reports;
Ability to communicate effectively both verbally and in writing;
Ability to plan and supervise the work of others across shifts;
Ability to maintain an effective working relationship with other employees, the public, and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner;
Sound judgment, initiative, and resourcefulness are all required;
Willingness to work outdoors in adverse weather conditions;
Willingness to perform aircraft rescue and fire fighting duties as required;
The employee's physical condition shall be commensurate with the demands of the position.

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