



JOB DESCRIPTION

JOB CLASSIFICATION: Superintendent of Field Operations
JOB TITLE: Superintendent of Field Operations
REPORTS TO: Deputy Director of Strategy and Development
APPROVED BY: Executive Director

DEPARTMENT: Operations/Maintenance
EXEMPT: Exempt
APPROVED DATE: December 16,2020
REVISED:

JOB SUMMARY: Under general direction from administration, the Superintendent of Field Operations is accountable for coordinating and overseeing the airside and landside operational, maintenance and security-related activities of the Airport. The superintendent inspects airport facilities, including airfields, terminal building, facilities and parking lots to ensure proper operating conditions; reviews contracts and services to ensure compliance with contract terms and airport rules, regulations and procedures; enforces safety operating rules, regulations, and procedures; acts as coordinator between the operations office and airport maintenance, tenants, and the public; or directs the activities of personnel in the Airport Operations and Maintenance Divisions who enforce operating and security rules, regulations and procedures for the safe and efficient operation of airport facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The list of duties is representative and is not intended to be all inclusive of the duties expected of this position. Additional related duties and responsibilities may be assigned.

REGULATORY COMPLIANCE

- Assists in completing Airport certification criteria and maintaining the FAR Part 139 Airport Certification Manual;
- Supervise the functions of the ASC including handling a disseminating classified and security sensitive data and information as needed to ensure compliance with 49 Code of Federal Regulations (CFR) 1542, its security program, and applicable security directives;
- Assist with communication of corrective actions for non-compliance security program, and applicable security directives;
- Develop and oversee directives, and activities of airport tenants and employees to ensure compliance with city, state, and federal regulations;
- Maintain confidential or sensitive information in accordance with public law and guards against unauthorized release of confidential or sensitive information;
- Exercise authority in a firm and fair manner without causing unnecessary controversy and effectively brings resolution to incidents and violations.

LANDSIDE/AIRSIDE OPERATIONS [COMPLETED IN CONJUNCTION WITH OPERATIONS AND MAINTENANCE STAFF]

- Enforce operating and security rules, regulations, and procedures concerning landing, taxiing, parking, servicing, loading, and unloading of aircraft, operation of vehicular traffic on the airfield, tenant activities, control of the public, and emergency situations;
- Investigate and reports on complaints and disrupted airport operations, including aircraft accidents, rules and procedure violations, tenant activities, and other operations of the airport;
- Monitor compliance with noise management procedures;
- Answer inquiries and explains airfield and terminal use procedures and safety regulations;

- Inspect the condition of airfield lighting, runways, taxiways, service roads, hangar areas, fences, buildings and construction projects;
- Supervise the operations, maintenance, and security personnel to correct hazardous conditions;
- May confer with representatives of governmental agencies, airport tenants, and other organizations regarding the use of airport facilities;
- Coordinate airfield activities of maintenance, operations, engineering and airport police personnel;
- Assist in all airfield emergency calls, directing maintenance personnel and overseeing other safety considerations and activities necessary to resume normal Airport operations; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

OTHER [COMPLETED IN CONJUNCTION WITH OTHER STAFF]

- Maintain operations and maintenance records and files;
- Act as the representative of the Airport to the public, outside agencies and intergovernmental relation activities as directed;
- Provide on-call response (which may include nights, weekends and holidays) and is responsible to stand-by as needed with contractors who are working airside;
- Respond to inquiries or complaints lodged by the public, tenants or users of the airport;
- Deal effectively with controversial issues and with complex projects that may involve coordination among multiple agencies.

QUALIFICATION REQUIREMENTS:

Knowledge and Experience of:

- Department of Homeland Security and Federal Aviation Administration procedures and regulations regarding airfield and landside operations of an airport;
- Terminology used to discuss airport operations;
- English usage and grammar;
- Principles and procedures involved in the operation of a Part 139 airport;
- Federal rules and regulations regarding air and ground traffic control of aircraft;
- Airfield safety principles and practices;
- Terminology used in reports of weather conditions;
- Safety and emergency procedures;
- Airport ground transportation procedures;
- Airline procedures and aviation technology;
- Function and operation of field lighting systems;
- Function and operation of equipment, intercommunication systems, and drainage systems;
- Materials, tools, and methods used in carpentry, electrical, mechanical, plumbing, painting, and custodial trades; the materials, tools, and methods in other trades associated with public building maintenance;
- Safety standards and procedures.

The Ability to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately. Requirements listed below are representative of the knowledge, skill and/or ability required.

- Read and comprehend complex documents related to airport operations;
- Use good judgment in making sound decisions related to airport operations;
- Drive an automobile while conducting airport inspection and enforcement activities;
- Inspect ongoing maintenance and construction activities;
- Enforce detailed operating regulations and procedures;
- Deal tactfully and effectively with other management, employees, tenants, governmental agencies and the public;
- Make investigations, assemble and analyze data, and prepare reports pertaining to airport operation;
- Supervise subordinate personnel including operations, maintenance and terminal custodial employees

performing a variety of skilled carpentry, plumbing, electrical, painting, custodial and general maintenance;

- Define problems, collect data, establish facts, and draw valid conclusions;
- Interpret a variety of instructions furnished in written, oral, diagram, or financial schedule form;
- Multi-task and determine and direct personal effort to accomplish priorities.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in airport management, public administration or a closely related field preferred.
- Five (5) years of increasingly responsible related aviation experience or any combination of training, experience and education that provides the required knowledge and abilities.
- Strong knowledge of FAA and TSA regulations.

LANGUAGE SKILLS:

- Must possess proficient written and verbal communication skills; able to read and write memos and correspondence that conform to prescribed style and format, including accurate grammar and business correspondence knowledge;
- Ability to read, analyze, and interpret general business periodicals, professional journals, and governmental regulations;
- Ability to effectively and tactfully present information to and communicate with employees, managers, board members, and customers.

Computer and Mathematical Skills

- Knowledge and ability to utilize computer hardware, operating systems and application software;
- Proficiency in word processing and spreadsheet applications, preferably MS Word and Excel, is required;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to examine and verify financial documents and reports;
- Ability to efficiently obtain and interpret information stored in computers.

GENERAL REQUIREMENTS:

- Meet or exceed the performance factors indicated on the Performance Appraisal form;
- Present a neat, professional appearance;
- Conduct reflects credit on the Monterey Regional Airport and encourages others to do the same;
- Maintain confidentiality on all matters related to airport business;
- Organized and analytical, independent and self-motivated, enthusiastic and dependable;
- Employ effective interpersonal skills, establishes positive relationships with internal and external customers, and participates positively as a team member;
- Interpret, plan, organize, develop, and implement programs, goals, objectives, policies and procedures;
- Adjust to tasks and focuses with composure to meet changing deadlines and priorities;
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards, and observe common sense rules of safety in all on-the-job activities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee:

- Regularly is required to sit while performing the duties of this job and is occasionally required to stand, stoop, kneel and crouch;
- Frequently is required to walk; to use hands to repetitively finger, handle or feel objects, tools and use a computer/typewriter keyboard; to reach with hands and arms; and to talk or hear in person and over the telephone and airport radios;
- Frequently is required to drive a motor vehicle, both on and off airport property;
- Must be able to use multiple radios;

- Must be able to coordinate the use of automated access control and closed circuit television equipment and to respond to non-emergency alarms;
- Must be able to respond calmly to stressful situations and communicate in a positive manner with tenants, passengers, airport users and airport staff;
- Must occasionally lift and/or move up to 60 pounds, but regularly lifts or pushes items weighing 5-10 pounds;
- Must possess 20/20 distance vision, close vision and the ability to adjust focus (vision may be correctable with eyeglasses).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical office environment and when working on a commercial airfield. The noise level in the office work environment is usually low to moderate. Overhead aircraft noise occurs intermittently throughout the day. High exposure to aircraft noise may occur when working near or on the airfield. The employee:

- Works indoors and often works outdoors in a variety of weather condition;.
- Sometimes works near moving mechanical parts and office machinery;
- Occasionally is exposed to dust and to the risk of electrical shock.

SPECIAL REQUIREMENTS:

- Proof of eligibility to legally work in the United States.
- Successful completion of background investigation.
- Ability to pass the Airport's physical examination, including pre-employment testing in accordance with the Airport's drug/substance abuse policies.
- Possess a valid California Motor Vehicle Driver's License and be insurable with the Airport's insurance carrier at the standard rate.

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for Monterey Regional Airport to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee Signature