JOB DESCRIPTION

Airport Supervisor

Definition of Class
This is a supervisory position in which the incumbent assists in managing the operation of the University-Oxford Airport to ensure high quality customer service to all incoming and outgoing aircraft, aircraft personnel, and guests. Incumbent is responsible for maintaining specified safety standards of terminal and airport grounds; ensuring operation of all equipment and appropriate level of fuels is stocked; maintains logs and generates reports. This position reports to the Airport Manager.

Examples of Work Performed
Supervises and participates in airport operations in a manner consistent with FAA regulations, airports fuels and regulations, and safe operating practices and ensuring daily logs are kept.

- Recommends issuance and cancellation of airport NOTAMS and maintenance of NOTAM system.
- Requisitions tools and supplies. Inspects equipment and makes recommendations for needed repairs.
- Responsible for carrying out policy, procedure work schedules, implementation of maintenance schedules and operation standards for the airport.
- Provides customer services, to include but not limited to, cash receipting and credit card processing, reconciles individual accounts; and processes bills and collections for fuel and additional charges.
- Ensures that fuel in the Fuel Farm and Fuel trucks are tested and stocked daily with both JET-A and Av-Gas and all systems are in good safe operation.
- Responsible for checking airport facilities, equipment, runway/taxiway, lighting, beacon, AWOS, wild game fence and other items; participate/manage improvements/changes, inspects/initiates corrective action, and follows up as necessary.
- Responsible to assess a variety of emergency situations requiring airport closure or alter operations in such cases as extreme weather conditions, bomb threats, fire crashes or other emergencies; coordinate fire, crash and rescue procedures.
- Patrols runway, ramp, game fence, and hanger area daily to ensure they are free of debris, trash, and litter.
- Ensures safety of terminal and grounds; properly secures building after hours.
- Ensures safety rules are being administered and followed by all employees under direct supervision.
- Participates/ensures progress of work in process to ensure it is up to standard and done in a timely fashion.
- Recommends various personnel actions, including but not limited to, hiring, merit recommendation, promotions, and transfers.
- Responsible for the timely, continuous and satisfactory training of subordinate employees in a manner consistent with industry practices and FAA rules and regulations.
- Participates to ensure daily and hourly cleanliness of terminal, grounds, maintenance sheds, and parking areas.
Provides all customers, pilots, passengers, staff, and visitors with prompt and courteous service. Maintains a positive, professional relationship with flying Alumni, Corporations, Air Charters, and local airplane owners.

Participates and ensures outdoor areas are promptly mowed, trimmed, and sprayed.

Handles radio and telephone calls to the flight operations office, ensuring that information is acted upon and relayed to the proper individual.

Maintains working knowledge of FAA regulations and University policy.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in duties associated with the operation of the University-Oxford Airport.
2. Maintains various logs to ensure compliance with FAA and University guidelines and generates reports.
3. Ensures compliance with Fuel Farm to ensure an appropriate supply of Jet-A and Av-Gas are maintained and recorded.
4. Coordinates schedules and participates in work assignments to subordinate employees.
5. Participates and coordinates in facility, runway, fuel farm, out building and ground maintenance projects which includes the use of various tools and operation of equipment.
6. Performs administrative duties such as completing reports, requisitioning supplies, and enforcing safety rules.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 40 pounds.

**Vision:** Requirements of this job include close and distant vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
Six (6) months of experience as related to the above described duties.

**Licensure:**
Incumbents must possess a valid driver’s license and obtain a Class D Driver’s License within the first six months of employment.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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