

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

06/22/06

AIRPORT MANAGER, 7260

Summary of Duties: Manages, through subordinate supervisors, the landside transportation, airfield operations, law enforcement, and maintenance activities at a commercial or general aviation airport; participates in planning and coordinating the use of airport facilities by airport tenants and other concerned organizations; may direct the public and community relations at an outlying airport; fulfills equal employment opportunity responsibilities; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: An Airport Manager directs the ground operations, security and maintenance activities for the Los Angeles International, Ontario International, or Van Nuys airports. An employee of this class is responsible for the overall operation of the airport buildings, facilities, and field areas. Responsibility of incumbents in the class differ mainly in terms of the size and complexity of the respective airports that they manage. An Airport Manager works with a minimum of supervision. Assignments are received in terms of broad objectives and effectiveness is evaluated by review of results attained. Incumbents in the class of Airport Manager supervise the work of other staff members, including other Airport Managers engaged in such assignments. An Airport Manager, as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Example of Duties:

- Plans, directs, and coordinates the ground operations of the Los Angeles International, Ontario International, Van Nuys or other airports;
- Directs the maintenance and repair of all buildings, facilities, utility services, and airfield;
- Directs the internal security of the airport property, buildings, facilities, and airfield;
- Directs the cleaning and custodial care of all public areas;
- Confers with airlines, tenants, and the Federal Aviation Administration/Transportation Security Administration concerning airport regulations, facilities and related matters;
- Directs the enforcement of aircraft and vehicular ground traffic regulations;
- Supervises the work of other staff members, including other Airport Managers engaged in such assignments;
- Meets with community leaders, civic organizations and citizens to promote good public and community relations;
- Recommends building space arrangements and allocations;
- Participates in planning for increased aircraft and passenger volume and facility expansion;
- Coordinates the activities and use of airport facilities by airport tenants;

- Coordinates airport activities with maintenance, construction, and other work being performed by employees, tenants, public utilities and contractors;
- Prepares operating reports and budget requests;
- Communicates equal employment information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Equal Employment Opportunity Program;
- Communicates equal employment information to employees;
- Assists employees in preparing for promotion as described in the City's Equal Employment Opportunity Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Principles and practices of the operation of airport facilities;
- Security measures involved in the protection of persons and public and private property;
- Principles of supervision;
- Noise and environmental factors affecting the operation of airports;
- Federal rules and regulations regarding air and ground traffic control of aircraft;
- Airline procedures and aviation terminology;
- The City Charter and federal, state and local laws as they affect the operations of the Department of Airports;
- City personnel rules, policies and procedures;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity as set forth in the City's Equal Employment Opportunity Program;
- Effective safety principles and practices;

A working knowledge of:

- The laws and regulations related to equal employment opportunity;
- Memoranda of Understanding as they apply to subordinate personnel.

Ability to:

- Plan organize, coordinate and direct, through subordinate supervisors, a comprehensive program in the operation, maintenance and security of an airport;
- Establish and maintain a work environment to enhance both employee morale and

- productivity;
- Work with tenants and airlines to resolve operational problems;
 - Deal tactfully and effectively with management, tenants, other agencies, the public and community leaders to improve community relations;
 - Apply sound supervisory principles and techniques;
 - Fulfill supervisory affirmative action responsibility as indicated in the City's Equal Employment Opportunity Program;
 - Communicate effectively orally and in writing.

Requirements: Two years of experience in a supervisory position with the City of Los Angeles at the level of Chief of Operations involved in the administrative, operations, maintenance, or law enforcement activities of a large commercial airport.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 1011 of the City Charter.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.