

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**04/27/06****AIRPORT SUPERINTENDENT OF OPERATIONS, 7268**

Summary of Duties: Inspects airport facilities, including airfields, terminal buildings, cargo facilities and parking lots to ensure proper operating conditions; reviews contract and private ground transportation services to ensure compliance with contract terms and airport rules, regulations and procedures; enforces safety operating rules, regulations, and procedures; acts as liaison between the operations office and airport maintenance, tenants, and the public; or directs the activities of personnel in the Airport Operations Division who enforce operating and security rules, regulations and procedures for the safe and efficient operation of airport facilities and equipment; may act for an Airport Manager on an assigned or rotating shift; may supervise the operation, maintenance and security of a commercial or general aviation airport; and does related work.

Distinguishing Features: An Airport Superintendent of Operations performs a variety of enforcement, inspection and liaison duties at a Los Angeles World Airports facility. An employee of this class ensures that facilities are properly prepared, that interested persons are notified and that equipment is directed to correct locations. This position is required to exercise some initiative in dealing with unusual or emergency situations and is responsible for aircraft gate assignments and control and inspection of specific terminal facilities. On an assigned or rotating shift, coordinates the operation, maintenance and security of a commercial or general aviation airport. Must be prepared to cope with emergency situations in accordance with established regulations and procedures.

An Airport Superintendent of Operations may supervise an assigned shift, with overall responsibility for ensuring that federally mandated rules are adhered to in relation to the aircraft movement area, or supervise a staff responsible for aircraft gate assignments and overall terminal and facility management. May be in charge of airport operations during a tour of duty, which may be scheduled on an assigned shift, including weekends and holidays. The Airport Superintendent of Operations reports to a Chief of Operations or Airport Manager, who is generally present for immediate advice and direction only during the regular workweek day shift. Assignments may be received orally or in the form of written directives and procedures supplemented by policy statements and special instructions, or may be determined as a result of inspections or facts collected by independent investigation, and effectiveness is evaluated by review of reports and analysis of results attained.

Example of Duties:

- Inspects the airport during normal operations;
- Enforces aircraft ground traffic ordinances and regulations;
- Inspects runway and runway lighting, taxiway service roads, ramps, tiedowns, hangar areas, gates, fences, field lighting, and signs for proper condition;

- Directs or escorts pilots to terminal and aircraft parking areas using radio equipped automotive equipment;
- Assigns carousels in terminal facilities;
- Collects parking, landing and ticket counter usage fees;
- Responds to airport emergencies and accidents;
- Escorts construction crews to work sites, and ensures that sites are in order;
- Removes foreign objects from the airfield area;
- Inspects and monitors the operation of parking lots and structures;
- Resolves fee disputes;
- Enforces 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;
- Investigates and reports on complaints and disrupted airport operations, including unscheduled plane arrivals, aircraft accidents, rules and procedure violations, tenant activities, and other operations of the airport;
- Monitors compliance with noise management procedures;
- Answers inquiries and explains airfield and terminal use procedures and safety regulations;
- Inspects the condition of airfield lighting, runways, taxiways, service roads, hangar areas, fences, buildings and construction projects;
- Corrects hazardous conditions or notifies control tower to close unsafe runways and taxiways;
- May supervise the operations, maintenance, and security of a commercial or general aviation airport;
- May confer with representatives of governmental agencies, airport tenants, and other organizations regarding the use of airport facilities;
- Coordinates airfield activities of department maintenance, engineering and airport police personnel with control tower;
- Assists in all airfield emergency calls and disasters by notifying control tower to close runways, 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.

Qualifications:

Knowledge of:

- Department of Homeland Security procedures and regulations regarding airfield and landside operations of an airport;
- Terminology used to discuss airport operations;
- English usage and grammar;
- The principles and procedures involved in the operation of a large 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 auxiliary electric generating equipment, intercommunication systems, and drainage systems;
- The laws and regulations governing equal employment opportunity;
- City personnel rules, policies and procedures;
- Memoranda of Understanding as they apply to subordinate personnel.

The Ability to:

- 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;
- Efficiently inspect ongoing maintenance and construction activities for uneven or rough terrain during good or inclement weather;
- Efficiently obtain and interpret information stored in computers;
- 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.

Requirements:

1. Two years of full-time paid experience working in: aircraft ground operations, airline ramp activities, airport ground transportation monitoring activities, or in an airport control tower; or operating vehicular equipment on an airfield at a medium to large commercial or military airport; or
2. A bachelor's degree from a recognized four-year college or university with a minor or specialization in aviation or transportation management.

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

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.