

Summary of Duties: Directly supervises a labor and maintenance crew performing a variety of maintenance activities on airport properties; or directs through subordinate supervisors several crews of employees engaged in the operation, custodial care, maintenance, alteration, repair and construction of airport buildings, airfield and appurtenant equipment, including gas turbine co-generation high-pressure boilers and complex air-conditioning equipment; and does related work.

Distinguishing Features: Employees of these classes are normally responsible for the efficient operation, construction and maintenance of buildings, airfields, and appurtenant equipment. This involves the effective utilization of employees in several operations, craft, maintenance, and custodial activities. Assignments are normally received in terms of desired objectives through established policies and procedures. These employees often work nights, and are in full charge of their shift without higher level supervisors present. They are expected to resolve problems of an emergency nature which occur during their shift and/or off-shift. They are distinguished from other building maintenance supervisory personnel by the broad responsibility for operations, construction, maintenance, landscaping, street cleaning and custodial activities including co-generation high-pressure boilers and complex air-conditioning equipment.

The Airports Maintenance Supervisor provides close on-the-job supervision of the craft, semi-skilled, and labor employees in the Airport's construction and maintenance activities.

The Airports Maintenance Superintendent provides general overall supervision for the major segments of the Airport's construction, maintenance and operations activities.

Examples of Duties: Airports Maintenance Supervisor: Supervises skilled and unskilled employees engaged in a variety of construction and maintenance activities, principally in an outdoor, airfield environment; receives and investigates complaints from the public, airport tenants and other personnel concerning building and airfield conditions and assigns subordinates to correct the conditions; assists in preparation of cost estimates; recommends preventive maintenance and safety programs; evaluates subordinates suggestions relating to work programs; prepares specifications for materials and supplies; and prepares requisitions and routine reports.

Airports Maintenance Superintendent: Supervises, through subordinate supervisors, employees performing painting, carpentry, electrical, asphalt and concrete paving and crack sealing, vehicle repair, building construction and maintenance, landscaping, and custodial work, and installing, adding to, altering, repairing, maintaining, and operating building facilities, airfields, and equipment including elevator, escalator, co-generation high-pressure

heating, and large complex air-conditioning and ventilating systems; inspects facilities and equipment to determine maintenance needs; prepares labor and material cost estimates; schedules personnel, equipment and materials in construction maintenance, or operation programs for airport buildings and facilities; inspects work in progress and upon completion for conformance to Building Code requirements, safety regulations, acceptable standards, and plans and specifications; assists in the preparation of the Construction and Maintenance Bureau annual operating budget; and coordinates construction and maintenance activities between Department and Bureaus and outside contractors.

Employees of both classes may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Airports Maintenance Supervisor: A good knowledge of the methods, equipment and materials used in the construction, maintenance and repair of airport facilities and airfields, including building, electrical, painting, plumbing, rough carpentry, paving, landscaping and fencing; a good knowledge of the tools, materials, equipment and methods used in the construction, preventive maintenance, and repair of a variety of buildings, airfields and appurtenant equipment, including those used in cement and asphalt work; a good knowledge of safety codes pertaining to construction and maintenance activities on airport facilities and airstrips; a working knowledge of procedures for inspecting buildings, airfields and equipment for conformance with specifications and to determine maintenance and repair needs; a working knowledge of procedures for estimating time, personnel, equipment and materials required for maintenance and repair work; a general knowledge of budget preparation procedures; a working knowledge of supervisory principles and practices, including affirmative action; the ability to read and interpret schematics, plans and specifications pertaining to airport maintenance activities; the ability to supervise a labor and maintenance crew performing a variety of airport construction and maintenance activities; the ability to analyze problems related to airport construction and maintenance activities and to recommend reasonable solutions to such problems; the ability to communicate orally in a clear and effective manner; the ability to deal tactfully and effectively with City officials, Federal Aviation Administration officials, employees and the public; and the ability to communicate clearly and effectively in writing.

Airports Maintenance Superintendent: A good knowledge of the administration of a large construction and maintenance program which includes, buildings, grounds, airfields, co-generation heating, ventilating and air-conditioning, electrical systems, landscaping and custodial services; a good knowledge of safety codes and Federal Aviation Administration Regulations related to the operation, construction and maintenance, alteration and repair of buildings, airport facilities, airfields, parking lots and roadways; a good knowledge of budget preparation; a good knowledge of estimating

required for construction, maintenance and repair work; a good knowledge of supervisory principles and the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of report writing; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to direct and coordinate, through subordinate supervisors, the work of groups of employees engaged in a variety of airport building operations, construction and maintenance, alterations and repair activities; the ability to prepare written reports and to communicate orally in a clear and effective manner; and the ability to deal tactfully and effectively with City officials, Federal Aviation Administration officials, airport tenants, outside contractors, employees and the public.

Four years of experience as an equipment operator, building operating engineer, journey-level craft worker, or as a full-time line supervisor of manual or semiskilled workers in building, custodial, or field facility maintenance, repair, operation, or street maintenance is required for Airports Maintenance Supervisor.

Two years of experience as an Airports Maintenance Supervisor or in a class which is at least at that level in the line supervision of employees engaged in building maintenance, construction, equipment operation, or street maintenance is required for Airports Maintenance Superintendent.

License: Both Classes: A valid California drivers license is required.

Physical Requirements: Both Classes: Strength to perform sedentary work such as lifting 10 pounds maximum and occasional walking and standing; good speaking and hearing ability; and good eyesight. Persons with physical handicaps may be capable of performing the duties of some of the positions in these classes. Such determination must be made by the medical examiner on an individual basis.

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 the duties and responsibilities of any position shall be.