

**JOB OPPORTUNITY
CITY OF MANSFIELD**

ORDINANCE 18-001

**POSTING DATE: 01/15/19
DEADLINE DATE: 01/22/19**

AIRPORT OPERATIONS SUPERVISOR

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **AIRPORT DIVISION**:

POSITION

Operations Supervisor

ANNUAL SALARY RANGE

\$36,750 - \$63,000

GENERAL STATEMENT OF DUTIES:

Under general direction, directs operations and personnel of the Airport, plans, directs and coordinates construction, maintenance and repair of airport property and related facilities. Performs related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Assists Manager in directing operations of division; communicates and implements division policies and procedures; supervises subordinate personnel; assigns tasks, provides direction and ensures work complies with division standards; prepares data to assist in budget development;

Performs and assists in performing personnel functions: assists with selection of new employees; assists with division training programs; observes and evaluates performance of subordinate personnel; hears and resolves grievances; assists with disciplinary investigations and hearings; reviews and forwards leave requests; calculates and maintains employee leave balances;

Performs airport operations functions: assists Manager with planning, scheduling and use of all airport facilities and equipment; coordinates use of facilities and equipment with airport users; inspects facilities for safety to general public; maintains inventories; performs regular and preventive maintenance of facilities and equipment; oversees airport building and improvement projects; oversees and participates in extensive seasonal landscaping and lawn care program; oversees and occasionally performs operation of power equipment and tools to perform airport maintenance and repair activities;

DESIRED KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of (1) city policies and procedures, (2) division goals and objectives, (3) airport facilities, equipment and supplies, (4) safety practices and procedures, (5) grounds keeping, (6) mechanical and vehicle maintenance, (7) supervisory principles and practices, Ability to: (8) deal with many variables and determine specific action, (9) exercise independent judgement; (10) calculate fractions, decimals and percentages, (11) prepare accurate documentation, (12) communicate effectively, (13) maintain records according to established procedures, (14) develop and maintain effective working relationships, (15) resolve complaints.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of secondary education or equivalent and five years of progressively responsible experience in airport operations, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

LICENSE/CERTIFICATION REQUIRMENTS;

You must possess a valid Ohio Driver's License.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYEE." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. NONJOB (95)