



Position Description

<i>Department</i>	Facilities
<i>Position Title</i>	Supervisor – Facilities (Building Maintenance)
<i>Grade</i>	10
<i>Reports To</i>	Manager – Facilities
<i>FLSA</i>	Exempt
<i>Approved Date</i>	September 1, 2003
<i>Revised Date</i>	September 9, 2022
<i>Purpose</i>	To ensure all Airport buildings and facilities are operational and safe by providing skilled supervision of personnel responsible for daily maintenance and response to emergency issues.
<i>Duties & Activities</i>	Directs the maintenance and repair of airport terminal, airport owned facilities, and airport equipment.
	Hire, train, supervise and evaluate maintenance technician staff. Manage daily staffing requirements. Evaluate employee performance.
	Assist in the development and updating of Standard Maintenance Operating Procedures (SOPs).
	Assess and maintain inventory of equipment and supplies necessary for maintenance and repair operations as well as life safety and fire systems.
	Must ensure that all employees adhere to all safety policies and practices.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies, including inclement weather response. Performs other duties as assigned.
<i>Role Definition</i>	Supervisor/Manager
<i># of Direct Reports</i>	17
<i># of Indirect Reports</i>	None
<i>Budget Responsibilities</i>	Managing the Terminal (302) and Commercial/Industrial (304) operating and maintenance budgets.
<i>Education & Experience</i>	Bachelor's degree from a four-year college or university; 3 to 5 years related experience and/or training in an industrial/commercial maintenance environment; or equivalent combination of education and experience. Must

	also have previous supervisory skills that clearly demonstrates a competency level to perform all required duties with minimum supervision.
<i>Language Skills</i>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<i>Math Skills</i>	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
<i>Reasoning Ability</i>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<i>Computer Skills</i>	Basic computer competency, including basic knowledge of Microsoft Office, Word, Excel, and Outlook email and work order system.
<i>Technical/Trade Skills</i>	Working knowledge of mechanical systems, electrical systems, and building structures. Working knowledge of FAR part 139, FAR part 107, and FAR part 77.
<i>Interpersonal Skills</i>	Typically requires highly developed leadership and interpersonal skills for dealing with sensitive or controversial situations.
<i>Licenses/Certifications</i>	Valid Driver's License and safe driving record history. Plumbing, HVAC, or Electrical License is desirable.
<i>Physical Effort</i>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (10 - 30 pounds).
<i>Job Environment</i>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<i>Job Hazards</i>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<i>Job Pressures</i>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.