

AIRPORT SUPERINTENDENT

1-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative tasks including recommending hangar rates for approval, invoicing hangar rent and/or lease payments and keeping track of hangar and/or tie down vacancy, marketing of the airport and making budget recommendations. This employee will work directly with the FAA and NYSDOT Aviation Division, and prepare and submit reports as required. This employee will also be required to oversee airport improvements and help administer grants working with the Counties Airport consulting engineers. This employee will also have responsibility for overseeing the daily operations of the County airport, including weather observation, security, maintenance and snow removal. Work is performed under general supervision of the Commissioner of Public Works with leeway for independently performing job duties. Supervision is exercised over the staff assigned to the airport.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees daily operation of the Airport including weather observation, security, maintenance, and snow removal;

Conducts correspondence with the Federal Aviation Administration and other government agencies regarding airport operation, grants, regulations, etc;

Prepares and submits applications for special grants and oversees its administration for the airport;

Is responsible for reviewing airport inspection reports and program to insure prompt and accurate corrective action is taken to eliminate unsafe conditions at the airport;

Supervises the training of airport personnel for Airport Rescue & Fire Fighting (ARFF) operations;

Carries out the policies and procedures established by the Commissioner of Public Works;

Works with County Engineering staff to develop and implement energy conservation policies and plans, airport development, administration of construction contracts, etc;

Presides over quarterly meetings of the Airport Development Commission which will make recommendations to the future of Airport development based on market demands;

Performs administrative tasks including recommending hangar rates for approval, invoicing hangar rent and or lease payments and keeping track of hangar and/or tie down vacancy, marketing of the airport and making budget recommendations;

Maintains and enforces current and establishes new rules and regulations pursuant to daily use and operation at the airport, in conjunction with County, State and Federal laws and regulations pertaining to municipal airports;

Supervises the maintenance and repair of runways, taxiways, instrument landing system and airport lighting and oversees the upkeep of all county owned airport facilities;

Supervises the operation, maintenance, and repair of trucks, tractors, mowers, snow removal and other equipment assigned to the airport.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the airport grounds, runways, and lights, buildings and equipment; good knowledge of rules and regulations of the FAA; ability to plan and supervise the work of others; ability to understand and supervise the administration of contract agreements relating to airport matters; ability to plan, layout and inspect the work of contractors; good communication skills and positive attitude; and alertness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher, and two (2) years of technical (project management) experience that involves planning, designing and implementing projects; or
- (B) Graduation from high school or possession of general equivalency diploma, and four (4) years of experience as stated in (A) above; or
- (C) An equivalent combination of experience as stated in (A) and (B) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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