

**MAJOR FUNCTION**

This is administrative and supervisory work directing the maintenance of structural and mechanical systems of the Tallahassee Regional Airport Passenger Terminal and its ancillary facilities. Duties include directing and supervising building services, mechanical maintenance, and administrative staff and serving as liaison with contractors and bidders on minor repair and maintenance contracts. The incumbent assists in the day-to-day direction of the division and serves as the division superintendent, as necessary. Work is performed with independence under the general direction the Superintendent-Airport Facilities Management and is reviewed through conferences, analysis of work and reports, and observation of results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, supervises, and evaluates the work of technical, clerical and craft employees engaged in airport structural and mechanical maintenance activities and administrative functions. Managed facilities include the Tallahassee Regional Airport terminal, Federal Aviation Administration Control Tower, the Aircraft Rescue and Fire Fighting Facility (ARFF), Air Cargo Facility, hangars, and all related facilities and offices. Oversees maintenance of airline boarding bridges, baggage systems and 400 Mega Hertz system. Administrative functions include, but are not limited to operating and capital budget preparation and administration, payroll, personnel, procurement, and tenant maintenance relations. Directs staff in the provision of building custodial services, as required by FAA and OSHA standards, and as set forth in tenant contractual obligations. Manages contract performance; develops and maintains the Airport Preventative Maintenance Management System and oversees the coordination of preventative maintenance schedules for equipment and services. Prepares plans, specifications and contract documents for minor facility repairs, and tracks capital improvement projects to ensure compliance with controlling agreements. Assists in the selection of design consultants, and reviews minor construction and preparation plans and specifications designed by consultants. Prepares charts, graphs, and diagrams to illustrate workflow and routing. Ensures that assigned employees are trained in accordance with applicable regulations and administrative standards. Participates in the analysis of division operations to determine possible quality and efficiency measures. Performs management analysis studies. Leads and supports teamwork. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of assigned employees. Conducts performance reviews and recommends the approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Assists division superintendent as requested on major programs and projects for the division and/or department. Assists in the development, production and presentation of the Aviation Department's annual budget. Participates in training and developmental opportunities. Serves as member of ad hoc teams and task forces as needed. Performs related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of FAA, and federal, state and local rules and regulations pertaining to airport maintenance and safety standards. Considerable knowledge of air terminal and airfield maintenance procedures, techniques and problem solving. Thorough knowledge of finance and budgeting, contract and project management, and facilities maintenance management procedures, processes and trends. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, train, review and supervise work projects of subordinate personnel, and to coordinate a wide variety of continuing projects. Ability to

communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, management, media and the general public. Ability to prepare reports, maintain records, analyze data, and administer programs. Skilled in the use of microcomputers and their assigned programs and applications.

Minimum Training and Experience

Possession of bachelor's degree and four years of experience that includes administrative and technical experience in facilities management, including capital projects; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

In accordance with 49 CFR Part 1542, applicant must successfully complete a background check prior to employment

Established: 03-25-08  
09-15-09\*