

**ALPENA COUNTY REGIONAL AIRPORT**  
**Alpena, Michigan**

**AIRPORT OPERATIONS SUPERVISOR**

Job Summary

Under general supervision, manages use of airport facilities in accordance with established policies and procedures. Assist the Assistant Director of Operations and Maintenance with supervision of the operations and maintenance divisions of the airport to maintain safety, efficiency, and compliance with all federal, state, and local regulations. Serves as Airport Duty Manager during assigned shift.

Functions

The position is responsible for the 24-hour safe operations of airport buildings and facilities and may work in adverse weather conditions. The position requires some lifting of materials weighing 1-50 pounds. Must have the physical ability to operate radios, vehicles, and other specialized equipment.

Supervise, train, schedule, and evaluate staff. Assist with discipline and hiring.

Supervise the maintenance of equipment, the airfield, and other airport grounds.

Provides oversight for all airport operations during assigned shifts, ensuring the safety and security of passengers, tenants, airport staff and the general public.

Ensures that all airport operations comply with applicable federal, state, and local statutes and regulations.

Receives sensitive security information from the TSA and disseminates said information to air carriers and other airport tenants on a need-to-know basis.

Directs the work of airport staff and administers personnel policies and procedures during the assigned shift, including discipline.

Conducts daily inspections of runways, taxiways, and other airport facilities to identify and document damage, deterioration, debris, and other unsafe or non-compliant conditions.

Initiates corrective action and inspects work performed by airport, tenant, and subcontracted personnel to ensure proper completion of repairs, replacements, alterations, or other corrections of unsafe and non-compliant conditions.

Coordinates use of airport facilities by air carrier, air cargo, military, and charter aircraft operators.

Monitors vehicular traffic on movement areas including taxiways, runways, and adjacent safety areas.

Implements wildlife control procedures in compliance with DNR, federal and other state regulations.

Participates in decisions to close and reopen runways, taxiways, and other operating areas and/or to limit airport activity in order to remove snow and ice, correct unsafe conditions or facilitate construction activities.

Coordinates safety and security procedures with airport tenants, the FAA, state and county public safety and emergency response agencies.

Ensures that Notices to Airmen (NOTAMS) reporting any and all conditions that impact safe operation of aircraft are promptly communicated to the FAA, air carriers and other airport users.

Performs other functions as requested to ensure airport compliance and the safety and security of airport tenants and the public.

#### Contacts

This position has frequent contact with:

- (1) Airport manager to exchange information and concerns with respect to policies, procedures, airport activities, operating conditions, tenant relations, and FAA directives.
- (2) Airport tenants to coordinate programs and activities, communicate FAA directives, monitor compliance with FAA Regulations, TSA Regulations and assess tenant concerns with respect to operations.
- (3) State and local public safety and emergency response agencies to coordinate emergency response procedures.
- (4) Contractors engaged in the construction, modification and/or refurbishing of airport features and facilities to monitor compliance with FAA Regulations.
- (5) Federal Aviation Administration to provide NOTAMS and facilitate FAA inspections.
- (6) Michigan Department of Natural Resources to ensure that all wildlife removal practices comply with state and federal regulations.

#### Minimum Required Qualifications

Bachelor's degree from an accredited institution in Aviation Management, Aviation Science, Business Administration, or another relevant field. Alternatively, a minimum of 3 years of airport operations experience.

The applicant must be available for night, holiday, weekend, rotating or irregular shift assignments. Duties are 24 hours a day, 7 days a week including holidays.

### Licenses and Certifications

A valid Michigan motor vehicle operator's permit is required.

Thorough working knowledge of Part 139 of the Federal Aviation Administration Regulations and all other applicable federal, state, and local statutes, regulations and requirements.

Thorough working knowledge of the practices and principles of airport administration, operations, security, and airfield maintenance.

Working knowledge of building, grounds and airfield inspection practices and principles.

Thorough working knowledge of aircraft fueling operations and safety and be certified through AVFUEL or the current fuel supplier safety program.

Good English language skills, including grammar and sentence construction.

Working knowledge of word-processing, spreadsheet and database applications software required to collect, compile, analyze and report operations data.

Good interpersonal, oral, and written communications skills.

### Physical Requirements

Must be able to operate motorized vehicles.

Must have sufficient visual acuity, with or without corrective lenses, to read runway friction measurements and visually detect damage, deterioration or defects in airport and airfield structures, fixtures and furnishings which may potentially impact safe aircraft operations.

Must have sufficient auditory ability, with or without audiological devices, to hear alarms, pagers, radios, other warning signals and vehicle signals indicating backward or forward motion.

Must be able to communicate via airfield radios.

Must be able to descend to and ascend from a kneeling or crouching position in order to physically inspect runways and taxiways.

Must be able to access all areas of the airfield and airport facilities in order to conduct inspections and monitor operations.

Must be able to tolerate exposure to temperatures ranging from -20° F to 100°F; dirt, dust, pollen, and other airborne particulates; and inclement weather conditions.

Must be able to tolerate exposure to airplane fuels, degreasers, de-icers, and other chemicals commonly used in operating areas of airports.

Must be able to tolerate exposure to noise levels up to 120 decibels and must be able to work in close proximity to 480-volt power sources.

### Working Conditions

Work is performed in both office and outdoor environments, and involves exposure to noise, chemical and other contaminants, moving mechanical hazards, and extreme temperature and weather conditions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.