

## **Job Description: AIRPORT SUPERINTENDENT**

**CLASS NO.** 2302

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** 18

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Performs general work related to the operation of a small airport, including aircraft maintenance, airport maintenance, and piloting small aircraft.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Commissioner's Court
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other airport and county employees and the general public.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Maintains aircraft in proper working order and determines when service is required;

Performs routine and preventive maintenance on aircraft, including changing oil and filters and ensuring all aircraft are properly lubricated;

Ensures aircraft comply with FAA regulations;

Inspects airport fuel tanks for water in fuel;

Maintains fuel meter readings for accurate fuel inventory;

Refuels aircraft, prepares fuel bills, and collects payment for supplied fuels;

Assists pilots as necessary;

Flies aircraft as necessary, including spraying for mosquitoes and assisting Sheriff's Department in searches;

Maintains airport in a neat manner, including mowing grass, cleaning hangar, and inspecting runway;

Answers airport telephone and aircraft Unicom radio and provides basic weather conditions/active runway information to pilots; and

\*For the purpose of compliance with the Americans with Disabilities Act (ADA).  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 2302 (Continued)**

Attends meetings as required.

Other Important Duties\*

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* safe procedures for working around aircraft; radio procedures related to aircraft air and ground communication; and different aircraft fuels to ensure proper refueling of aircraft.

*Skill/Ability to:* properly refuel and service small aircraft; effectively operate airport equipment; demonstrate proficiency in oral communication, including using proper procedures for unicom radio; maintain complete, accurate records as required; maintain effective working relationships with other county employees and the general public; and maintain appropriate necessary certifications.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, plus at least three years of experience as an airplane pilot;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Instrument Flight Rule Pilot's License.