



Career Service Authority

Page 1 of 5

Aviation Noise Abatement Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Performs professional and supervisory level work over noise abatement staff members, provides direction and long range and short term planning, directs policy and procedure development, and acts as a subject matter expert on airport noise mitigation issues and compliance.

DISTINGUISHING CHARACTERISTICS

This class performs supervisory and professional level work over noise abatement staff members, provides direction and long range and short term planning, directs policy and procedure development, and acts as a subject matter expert on airport noise mitigation issues and compliance. This class is distinguished from the Aviation Noise Abatement Officer that performs professional level work monitoring aircraft noise and collecting data using various monitoring systems and responses and offers solutions to noise complaints/comments. The Aviation Noise Abatement Supervisor is distinguished from an Aviation Planning Administrator that coordinates strategic master and facility planning and related development policies for the Department of Aviation and directs the activities of the Airport Noise Office, the professional planning staff, and contract planners for development of airport airspace, airfield, terminal areas, support facilities and systems, and airport and regional transportation, land use, and economic development.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more Aviation Noise Abatement Officers.

ESSENTIAL DUTIES

Directs and evaluates the work of noise abatement staff members, provides technical expertise to staff, and establishes unit and staff work programs.

Develops long range and short term planning initiatives and establishes policies, procedures, and standards related to aviation noise abatement projects and programs.

Develops and manages the budget for the unit and allocating funds to accomplish yearly goals and objectives.

Ensures compliance with all noise provisions established by intergovernmental agreements and develops and coordinates noise abatement procedures in conjunction with local and federal governmental agencies and other stakeholders.

Collaborates with the city's legal department on noise related litigation cases and acts as a fact and/or expert witness during trials.

Works with the airport planning office to monitor proposed real estate development in the vicinity of the airport and to evaluate potential projects for noise compatibility and ensures any proposed development meets federal and local standards.

Acts as a liaison to local, state, and federal officials, citizens, aviation/airlines personnel, and the news media regarding aircraft noise issues and serves on committees with various aviation representatives to share information and develop and test new procedures and/or other mitigation measures.

Manages several professional service contracts, negotiates contract terms, and approves completed work and payments.

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback, evaluates the work of the employee, and provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Perform other related duties as assigned.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Problem-Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner.

Leadership – Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Flexibility – Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Interpersonal Skills – Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of airport noise control procedures sufficient to be able to develop and implement compliance and mitigation programs.

Knowledge of the practices and principles of aircraft ground and flight characteristics, air traffic control procedures, airport operations, noise abatement practices, and noise metrics.

Physical Demands:

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Education Requirement:

Baccalaureate Degree in Aeronautics, Aviation Management, or a closely related field.

Experience Requirement:

Three years of major hub airport experience in noise mitigation.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training courses prior to completion of probation.
Possession of a valid driver's license prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/18/2007

REVISED BY: Patricia Anderson

CLASS HISTORY This class has been updated and revised. The job responsibilities and minimum qualifications have been updated to meet the needs of the department. Additionally, the class title has been changed to Aviation Noise Abatement Supervisor from Aviation Noise Abatement Officer.