



Career Service Authority
Aviation Painting Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Supervises skilled painters maintaining interior and exterior surfaces, runways, ramp areas, parking lots, streets, equipment and furniture for the airport.

DISTINGUISHING CHARACTERISTICS

This class is unique to Denver International Airport and is not related to any other classification or series of classifications.

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 are of a non-prescribed nature involving the negotiation and resolution of problems 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 employees who do not supervise.

ESSENTIAL DUTIES

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Implements safety standards and develops procedures to ensure compliance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Implements and interprets policies and procedures developed by higher level managers and supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Initiates and recommends disciplinary action for employees when necessary.

Delegates responsibility and authority to subordinate staff.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Coordinates projects with other trades areas.

Performs other related duties as assigned or requested.

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, Knowledge, & Skills:

Internal Controls/Integrity- Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

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; distinguishes between relevant and irrelevant information to make logical judgments.

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

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

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

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

Supervising a Diverse Workforce- Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Human Resources Management- Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

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

Self Direction- Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

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

Decisiveness- Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

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

Knowledge of safety practices and precautions sufficient to be able to supervise, train and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.

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

Skill in reviewing work for accuracy and completeness.

Skill in analyzing and resolving problems related to the work assignment.

Skill in applying the principles of staff development to provide staff training and cross training.

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines and achieve objectives.

Skill in coordinating and directing activities related to the work assignment.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

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.

Lifting: raising or lowering an object 10-25 pounds.

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 distances 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.

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.

Extreme Heat: temperature hot enough to cause bodily discomfort.

Temperature Changes: variations in temperature from hot to cold.

Noise: sufficient to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Handles absentee replacement on short notice Subject to hazards of flammable, explosive gases.

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Three years experience as a journey level painter.

Education/Experience Equivalency:

A combination of appropriate education and experience may substitute for the minimum education and experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class R Driver's License at the time of application.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

<i>FLSA CODE:</i>	Exempt
<i>ESTABLISHED DATE:</i>	9/16/95
<i>ESTABLISHED BY:</i>	Shirley Nikkel
<i>REVISED DATE:</i>	12/20/09
<i>REVISED BY:</i>	Steve Adkison
<i>CLASS HISTORY</i>	12/20/09: Class was updated into the present format