

Career Service Authority

Deputy Manager of Aviation for Maintenance, Planning and Engineering

Revised Date

Revised By

Jim Servold

FLSA Code

Exempt

Est. Date

04/30/00

General Statement of Duties

Manages and directs the planning, design, construction, environment, and maintenance divisions within the Department of Aviation

Job Responsibilities and Knowledge, Skill, and Ability Requirements

1. Directs the development and implementation of systems for the Planning and Engineering and Maintenance divisions of the aviation department.
 - *Skill in establishing objectives, policies and procedures to ensure the agency's mission is fulfilled.*
 - *Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel.*
2. Initiates new programs which represent innovative or state of the art approaches to resolving system-wide aviation planning, engineering, and maintenance problems.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
 - *Knowledge of management principles and practices sufficient to be able to ensure the efficient and effective attainment of organizational goals.*
3. Determines the priorities, goals, and objectives of the division.
 - *Skill in establishing objectives, policies and procedures to ensure the agency's mission is fulfilled.*
4. Directs and manages the snow removal program and activities for the airport in cooperation with the Operations Division.

- *Knowledge of management techniques sufficient to be able to administer a system or program for the department.*
- *Knowledge of snow removal techniques and requirements sufficient to be able to safely and efficiently manage the snow removal program at the airport.*
- 5. Coordinates with other airport managers to ensure the safe operation of the airport and retention of its FAA Certification.
 - *Knowledge of safety practices and practices common to the field of airport maintenance, engineering and planning sufficient to be able to manage, train, provide safety instructions to subordinates.*
- 6. Devises strategies to deal with unexpected organizational crises and unresolved problems.
 - *Skill in creating and establishing criteria, techniques and methodologies to resolve unprecedented problems or situations for an agency.*
- 7. Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
- 8. Develops and manages the budget for the division and allocates funds within the budget to accomplish objectives.
 - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives.*
- 9. Directs the development of performance evaluation standards for managed functions within the guidelines established by top management.
 - *Knowledge of management principles and practices sufficient to be able to direct the development of the organization's performance evaluation program.*
- 10. Evaluates the work of directly subordinate supervisors and staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to directly develop and implement supervisors' performance evaluation programs.*
- 11. Designs, organizes and ensures an organizational approach for the orientation, training and development of employees that ensures the long-range capability of the organization to function effectively.

- *Knowledge of employee development principles and practices sufficient to be able to ensure organizational commitment and direct the development of organizational programs for staff development and to incorporate employee development in all long-range planning, reorganizations and work directives.*
- 12. Arbitrates conflicts between internal and external groups in the interest of maintaining organizational goals and objectives.
 - *Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.*
- 13. Authorizes disciplinary actions and establishes organizational policy regarding employee discipline within the parameters of the Career Service Rules.
 - *Knowledge of management theory sufficient to be able to determine the most appropriate course of action in handling grievances and discipline for subordinate staff.*
- 14. Interviews and selects employees for staff and higher level line positions.
 - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations from subordinate supervisors*
- 15. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more second level supervisors.

Guidance and Decision Making

Work involves creating and establishing objectives for an agency to fulfill the agency's mission or purpose for which it was established. Divisions or units are created and/or modified to meet these objectives. Employee is responsible for managing a variety of complex divisions or a citywide function in which several projects may be involved. Duties performed involve many abstract factors to be evaluated and weighed, requiring a high degree of concentration, analytic ability, judgement and decision making. Work may be reviewed by the Mayor, a cabinet member, a commission or a board.

Interpersonal Communications	Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the programs and policies of the organization.
Physical Demands	Standing: remaining on one's feet in an upright position. Sitting: remaining in the normal seated position. Walking: moving about on foot. Reaching: extending the hand(s) and arm(s) in any direction. 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.
Vision Requirements	Far Acuity: ability to see clearly at 20 feet or more. Near Acuity: ability to see clearly at 20 inches or less. Field of Vision: ability to see peripherally.
Mental Demands	Mathematical Reasoning Memorization Oral Comprehension Spatial Orientation Written Comprehension
Environmental Conditions	Noise: sufficient to cause distraction or possible hearing loss.
Working Conditions	Pressure due to multiple calls and inquires Subject to many interruptions
Minimum Education	Baccalaureate Degree in Business Administration, Public Administration, Engineering, Planning, or related field.
Minimum Experience	Three years of supervisory experience in a large organization responsible for maintenance and/or engineering functions of which one year must have been in a medium or large civilian airport or military aviation facility.
Equivalency	Additional appropriate education may substitute for up to one year of the supervisory experience. Except for the one year of aviation experience.
Licensure and Certification	Possession of a valid Colorado Class "R" Driver's License at the time of application.