



Office of Human Resources  
Airport Field Technician Supervisor – CJ3498

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### General Statement of Duties

Performs supervisory duties over Airport Field Technicians involved in the construction, maintenance, and repair work on a wide variety of linear assets and federally regulated airport surfaces with a focus on asphalt, concrete, and earthwork large, complex, or difficult projects while ensuring efficient resources and staff in compliance with related laws, codes, and Federal Aviation Administration regulations.

### Distinguishing Characteristics

The Airport Field Technician series is a classification with progressive levels of experience and responsibility. The employees in this series (located at Denver International Airport) operate in the Federal Aviation Administration (FAA), Air Operations Area (AOA) which requires additional levels of security background checks and airfield driving certifications. Additionally, employees in this series perform maintenance services that must meet the unique compliance requirements of federal rules, regulations, and policies associated with airfield maintenance such as CFR Part 139 and FAA Advisory Circular 150/5380-6C.

The Airport Field Technician Supervisor performs supervisory duties over the Airport Field Technicians that support projects or assignments on large complex or multiple locations. It is distinguished from the Airport Field Technician Lead that performs permanently assigned lead work over the Level I and Level II Airport Field Technicians.

This classification has responsibility to ensure the safety and security of the airport under Title 49 CFR Part 1542 which include but are not limited to: submitting to fingerprint-based criminal history records checks (CHRC), successfully pass annual TSA-approved security training, exercise authority to escort individuals who do not have unescorted access to secure/sterile areas, identify and challenge individuals without appropriate credentials and identify and report suspicious activity to proper authorities.

### Essential Duties

Supervises Airport Field Technicians involved in the construction, repair, and maintenance of a wide variety of linear assets. Supports a department's mission and goals and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite workflow.

Plans, schedules, assigns, and evaluates the work of staff members, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Inspects construction and repair progress to ensure compliance with established specifications and timetables. Reviews work upon completion for adherence to guidelines and standards and provides necessary feedback.

Implements safety standards and develops procedures to ensure compliance.

Assists in the development of departmental budgets.

Evaluates equipment for purchase, determines equipment specification and ensures parts, equipment and materials are available for use.

Makes use of appropriate cost control measures in the repair, maintenance of linear assets.

Manages and tracks assigned work orders for maintenance and maintains documentation, records, and reports through computerized maintenance management systems.

Provides work instruction, 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.

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; 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 and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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

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

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

Responds to after-hours calls or emergency calls outside of normal scheduled or business hours.

By position, may be required to be on-call to address emergent needs.

Supervises airfield snow removal duties and operates large, complex, airport specific multifunctional snow removal equipment.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the mayor.

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

## Competencies

**Decision Making** – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

**Delivering Results and Meeting Customer Expectations** - Focuses on customer needs and satisfaction. Sets high standards for quality, quantity and timelines. Consistently achieves project goals.

**Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades, and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of CFR Part 139 rules/regulations and FAA Advisory Circulars.

Knowledge of the airfield layout.

Knowledge of radio etiquette and FAA radio procedures.

Knowledge of airport emergency response procedures.

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Knowledge of procedures for operating motor vehicles including cars, trucks, or equipment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

### **Level of Supervision Exercised**

Supervises two or more skilled and semi-skilled trades workers.

### **Education Requirement**

Graduation from high school or possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Four (4) years of experience in journey-level construction, asphalt, concrete, and earthwork at an airport.

Three (3) years of airfield snow removal experience and/or experience operating heavy equipment.

### **Education and Experience Equivalency**

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

### **Licensure and/or Certification**

By position, requires a valid Commercial Driver's License (CDL "A") with appropriate endorsements at time of application.

Requires a valid Commercial Driver's License (CDL "B") at time of application.

Required to obtain and maintain a current DOT physical certification.

Required to obtain and maintain an Airport ID badge and Movement driving privileges.

Flagger certification is required at the time of application or within six months of probation.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

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

Potential exposure to cement dust.

Potential exposure to chemicals, gas, and low-level radiation.

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust.

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health Potential exposure to hazardous/toxic chemicals.

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to hot and humid work environment.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Potential exposure to infections and contagious diseases.

Potential exposure to odorous chemicals

Potential exposure to temperature changes: variations in temperature from hot too cold

Potential exposure to toxic chemicals

Handles emergency or crisis situations.

Noise sufficient to cause distraction or possible hearing loss.

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries.

Subject to electrical and radiant energy hazards

Subject to hazards of flammable or explosive gases

Subject to injury from moving parts of equipment or vehicles

Subject to precarious or high locations.

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to vibrations and strain on the body to cause bodily harm if endured daily.

Temperature Changes: variations in temperature from hot too cold.

Temperature Changes: Variations in temperature from hot to cold when works in the field.

Works in confined, uncomfortable, or awkward locations.

### **Level of Physical Demands**

3-Medium (20 - 50 lbs.)

### **Physical Demands**

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Driving: Ability to operate a motor vehicle in varied weather conditions and maneuver among aircraft and ground support equipment.

Driving: Operating a vehicle for long periods of time and in adverse weather conditions affecting visibility.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hazards: Conditions where there is danger to life, body, and/or health.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 20 pounds from one level to another.  
Neck Flexion: Perceiving objects located above or below.  
Physical Strength: Exerts force to transport objects of 20 pounds or more.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Smell: Ability to perceive or detect a variety of odors.  
Climbing: Ascend and descend flights of stairs.  
Stamina: Ability to work over long periods of time without tiring.  
Standing: Remaining in a stationary position.  
Standing/Walking: Moving from area to area and public contact.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision: Ability to perceive animal behavior, comprehend signs, and detect color.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Walking: Ability to move or traverse from one location to another.  
Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check  
Employment Verification  
Motor Vehicle Record  
Security Threat Assessments (STA) inquiries

### Assessment Requirement

None

### Probation Period

(6) months.

### Class Detail

**Pay Grade: EX-10**  
**FLSA Code: Y**  
**Established Date: 10/27/2024**  
**Established By: AOF**  
**Revised Date:**  
**Revised By:**  
**Class History: New classification.**