



Office of Human Resources
Airport Graphics Technician Supervisor – CJ3510

THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs supervisory duties over skilled Airport Graphics Technicians engaged in design, fabrication, installation, construction, and repair of airfield, roadway, and airport terminal signage and graphics while ensuring efficient resources and staff in compliance with related laws, codes, and Federal Aviation Administration regulations.

Distinguishing Characteristics

The Airport Graphics Technician series is an airport specific classification series with progressive levels of skilled experience and responsibility. This classification series (located at Denver International Airport) operates 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 Graphics Technician Supervisor performs supervisory duties over skilled Airport Graphics Technicians that support projects or assignments on large complex or multiple locations. It is distinguished from the Airport Graphics Technician Lead that performs permanently assigned lead work over Level I or Level II 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 signs and graphics technicians that perform the construction, repair, and maintenance of a wide variety of linear assets. Supervises airport graphics technicians that perform the installation, construction, maintenance, repair, and create a variety of graphics and signage used for public roadways, regulated airfield surfaces, and public wayfinding.

Supports department's mission and goals and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite workflow.

Supervises teams performing signage layout, fabrication and installation that meets the unique requirements and specifications of the Manual on Uniform Traffic Control Devices (MUTCD) and FAA Part 139 criteria (airfield signage must pass annual FAA certification inspections).

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 design, fabrication, and installation progress to ensure compliance with established specifications, layout, 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.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

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

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

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.

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.

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

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

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.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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 signage or graphics trades.
One (1) year of lead-level experience performing signage and graphics at an airport.
One (1) year of lead-level experience performing graphics and design 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

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 extreme temperature changes.
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electrical/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 pesticides or fertilizers.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to toxic chemicals.
Potential exposure due to soil, plants, and insects.
Extreme cold conditions.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Noise: sufficient noise to cause distraction or possible hearing loss.

Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment or vehicles.
Subject to injury from moving parts or equipment.
Subject to many interruptions.
Subject to precarious or high locations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.
Subject to vibrations and strain on the body to cause bodily harm if endured daily.
Temperature Changes: variations in temperature from hot to cold.
Temperature Changes: Variations in temperature from hot to cold when works in the field.
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
Works in confined, uncomfortable, or awkward locations.
Works in precarious or high locations.

Level of Physical Demands

3-Medium (20 - 50 lbs.)

Physical Demands

Agility: Ability to move quickly and easily.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color vision: Ability to distinguish and identify different colors.
Crawling: Moving about in a low or crouched position.
Crawling: Moving about in a low or crouched position.
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.
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/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Kneeling: Assuming a lowered position.
Kneeling/Crouching: Ability to locate and capture animals from a lowered position.
Lifting: Moving objects weighing no more than 50 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 on object so that it moves away from the person.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Smell: Ability to perceive or detect a variety of odors.
Stair 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 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

Six (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.