



JOB ANNOUNCEMENT

Airport Operations Supervisor I, V14 - \$73,176.00

Chicago Department of Aviation
Airfield Operations Division

Number of Positions: 6

ESSENTIAL DUTIES:

- Visually inspect the condition and maintenance of airfield facilities and surrounding perimeter (e.g., runways, taxiways, ramps, safety areas) to ensure surfaces are in good physical condition and free of safety hazards, obstructions, and debris.
- Request emergency repairs and monitor work crews on the airfield performing work such as pavement repairs (e.g., potholes), removal of debris and other safety hazards from airfield, and the repair of airfield lighting and signage equipment.
- Prepare documentation and reports of airfield inspections, findings and irregularities and maintain daily log of activities / operations logs.
- Issue and cancel Notice to Air Missions (NOTAMS) to provide current information on aviation and airfield conditions including the opening and closing of runways to FAA air traffic control.
- Monitor weather service reports, check surface conditions and temperatures, and advise city personnel, contractors and other aviation personnel of weather conditions.
- Assist senior level Airport Operations Supervisors II in implementing procedures to control access and movement of personnel on the airfield, closing and opening runways and other airfield areas, and approving proper placement of barricades.
- Act as a liaison to the FAA, airport administration and the airport airfield operations section, monitoring and directing the reporting and dissemination of information relating to construction work, emergency situations and other incidents affecting aircraft movement and field conditions.
- Assist in providing appropriate level of response in emergency situations including monitoring responders, taking actions to ensure operational integrity of the airfield, and maintaining communications with airport management and the airport airfield operations section.
- Respond to inquiries regarding the status of airfield facilities and maintenance issues.
- Coordinate snow removal operations on the airfield and conduct runway and taxiway assessments after cleaning procedures.
- Take appropriate action to clear aircraft operating areas and airfields of wildlife hazards.

Additional duties may be required for this position.

Location: Chicago Department of Aviation

O'Hare International Airport and Midway International Airport

Shift: Varies

Hours: Varies

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Two years of airfield operations work experience, or an equivalent combination of education, training, and experience. A valid State of Illinois driver's license is required. Must obtain airfield certification within six months of hire.

Work environment requires the ability to operate an SUV and/or pickup truck and requires the ability to climb two flights of stairs through a narrow passageway. Some lifting (up to 25 pounds) is required.

NOTE: This position requires the selected incumbent to be available nights, weekends, and holidays based on operational needs. In addition, outside work/inspection is required with possible exposure to fumes, dust, noise, and work in all weather conditions.

NOTE: This position requires a valid license at the time of hire.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

KNOWLEDGE, SKILLS, ABILITIES:

- applicable federal (e.g., FAA), state, and local laws, regulations, and guidelines
- airport operations methods, practices, and procedures
- airfield inspection and maintenance methods, practices, and procedures
- airport emergency procedures
- supervisory methods, practices, and procedures
- applicable City and department policies, procedures, rules, and regulations

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Proficiency with the Federal Aviation Regulation Part 139 Airport Certification.
- Work experience performing airfield operations or in the aviation industry at a commercial airport.
- Bachelor's Degree or higher in Aviation related degree.
- Proficiency with MS Office software.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson, Mayor

Applications for this position will be accepted until 11:59 pm CDT on April 29, 2024

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ft!lang>

[Job Search - Basic Search - Taleo](#)

This service is set to disconnect automatically after {0} minutes of inactivity. Your session will end in {1} minutes.

chicago.taleo.net

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Airport Operations Supervisor I – O’Hare & Midway**

Airport Operations Supervisor I (Both)

\$73,176.00

Job #394024

04/15/24 - 04/29/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.

3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)