



JOB ANNOUNCEMENT

Airport Operations Supervisor II, V15 - \$80,280.00

Chicago Department of Aviation

Number of Positions: 5

Under general supervision, inspects airfield and airside facilities for overall operational safety, ensuring compliance with operational safety and security standards relating to airport operations under 14 CFR Part 139 administered by the Federal Aviation Administration (FAA) and functions as a duty supervisor as assigned, making work assignment to airport operations staff on shift ensuring that record keeping is completed, and responding to incidents affecting the operational safety of airfields and terminals that occur during the shift, and performs related duties as required.

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 free of safety hazards, obstructions and debris and in good physical condition.
- Schedule maintenance work and request emergency repairs and monitors 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, review, and submit 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.
- Conduct conference calls with CDA personnel and airline partners as directed.

ESSENTIAL DUTIES cont.:

- Work with contractors and airport personnel in coordinating construction work on the airfield, implementing procedures to control access and movement of personnel on the airfield, closing and opening runways and other airfield areas, and approving proper placement barricades.
- Act as a liaison to the FAA, airport administration, and the operations tower, monitoring and directing the reporting and dissemination of information relating to construction work, emergency situations and other incidents affecting aircraft movement and field conditions.
- Provide appropriate level of response in emergency situations including monitoring responders, taking actions to ensure operational integrity of airfield, and maintaining communications with airport management and the operations tower.
- Respond to inquiries regarding the status of airfield facilities and maintenance issues.
- Oversee maintenance of terminal facilities and responds to emergencies and unusual incidents in terminals during off-business hours.
- Coordinate snow removal operations on the airfield providing routes and coordinating movements to snow removal equipment on the airfield from the City Tower.
- Act as CDA Representative for snow removal operations in the FAA Air Traffic Control Tower (ATCT) during snow removal events directing snow removal teams.
- Act as Senior Snow Operations Supervisor, ensuring regulatory compliance and quality of snow removal operations.
- Review Aircraft Rescue and Fire Fighting (ARFF) certification paperwork.
- Take appropriate action to clear aircraft operating areas and airfield of wildlife hazards; and
- Respond to the Airport Operations Center (AOC) as needed.

Additional duties may be required for this position.

CHICAGO DEPARTMENT OF AVIATION

Location: O'Hare International Airport
Shift: Varies
Hours/Day Off: Varies

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Three 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 and maintain an Airfield certification (Red Stripe) within six months of hire.

PHYSICAL REQUIREMENTS: Work environment requires the ability to operate an SUV and truck and requires the ability to climb staircases, ladders, to access facilities. 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, and noise.

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

NOTE: Assignments within this department may require alternate shifts and/or weekend shifts.

NOTE: The candidate selected for hire must pass a background check and a Security Threat Assessment (STA).

SELECTION REQUIREMENTS: This position requires applicants to complete a skills assessment, and if passed, 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:

- Supervisory experience related to the responsibilities of this position.
- Work experience functioning as a liaison between various divisions of an airport.
- Bachelor's degree or higher in Aviation Management or Airport Management.
- Work experience in an airport under a regulatory compliance environment.
- Proficiency with Microsoft 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.ftl?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 II**

Airport Operations Supervisor II (O'Hare)

\$80,280.00

Job #394025

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.)