



City of Houston

## AIRPORT OPERATIONS SUPERVISOR -MAINTENANCE

<b>SALARY</b>	\$28.97 - \$33.28 Hourly \$2,317.60 - \$2,662.40 Biweekly	<b>LOCATION</b>	Houston, Texas
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	34528
<b>DEPARTMENT</b>	Houston Airport System	<b>OPENING DATE</b>	07/11/2024
<b>CLOSING DATE</b>	7/25/2024 11:59 PM Central		

### POSITION OVERVIEW



**Applications will be accepted from:** ALL PERSONS INTERESTED

**Division/ Section:** HAS Maintenance – General Maintenance Services (HOU)

**Workdays & Hours:** \*Varied (Shift work, including rotation, weekends, and holidays). Subject to change\*

#### **PURPOSE OF DIVISION**

The purpose of the Houston Airports (HAS) Maintenance business unit is to effectively deliver self-performed, and contracted, maintenance services at each of the three HAS airports.

#### **PURPOSE OF THE POSITION**

The Airport Operations Supervisor- Maintenance for the General Maintenance Service is responsible for supervising the maintenance of various assets at each of the three Houston Airport System Airports. The Airport Supervisor is an advocate for the organization and employees, ensuring maintenance meets quality standards and is delivered at the defined level of service. This position may have duties at all three Houston Airport System facilities including IAH, HOU, and EFD.

***"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."***

**The Airport Operations Supervisor responsibilities of this position include, but are not limited to:**

- Plans, organizes and directs the daily operational activities of the preventative, corrective or scheduled maintenance section of the Houston Airport System to include, mowing, painting, plumbing, repair (gates, signs, fence etc.),

herbicide, and maintenance of terminal buildings, pavement, roadways, runways, and taxiways.

- Organizes and issues work assignments and materials to meet workload demands.
- Inspects and monitors progress of various work crews to ensure compliance with schedules and work order specifications.
- Tracks work orders, materials, and hours expended in the INFOR system.
- Immediately responds and corrects reported maintenance request that are not compliant with 49 CFR Part 139 or 14 CFR 1542.
- Assists with responses to various airport emergencies and incidents.
- Verifies materials and spare parts stock level and prepares specifications for requisitions.
- Assists with various personnel actions to include interviews and recommendations of potential employees, promotions, counseling, disciplinary actions, and performance evaluations.
- Trains employees and operate various types of equipment assigned to the section.
- Assists in preparing and monitoring budget expenditures to ensure appropriate resources are procured, stored and accounted for in compliance within approved budget.

### **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 50 pounds or an equivalent weight) may be required. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal. Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MINIMUM REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS**

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade applicable to the position, which might normally be acquired through at least 18 months of Education or Training beyond the High School level.

Vocational competence in the Operation of Mechanical or Electronic equipment may be required.

### **EXPERIENCE REQUIREMENTS**

Two years of experience in Operations and/or Maintenance of a large facility are required, with some Supervisory experience preferred.

### **LICENSE REQUIREMENTS**

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

## **PREFERENCES**

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- *Preference will be given to applicants with supervisory experience in a commercial, industrial, or facilities operations setting, performing, preventive maintenance, utilizing a maintenance management system, customer service skills, and who is team oriented.*
- *Experience supervising in a maintenance (scheduled) environment. Knowledge of current FAA FAR Part 139 requirements and familiarity with Kronos, HXGN EAM, ABS, Excel, OASIS, as well as other CMMS software is a plus.*
- *Familiarity with HAS Enterprise Asset Management System (EAMS).*
- *Ability to communicate effectively orally and in writing and collaborate well with others to creatively solve problems and possess sound decision-making is preferred.*
- *International Facility Management Association certifications and/or equivalent military certifications are a plus.*

***\*\*Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.\*\****

## **GENERAL INFORMATION**

### **SELECTION/SKILLS TESTS REQUIRED**

The selection process will involve application review and/or interview. Department may administer skills assessment test.

### **SAFETY IMPACT POSITION**

YES - This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **Pay Grade 22**

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

### **APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. Applications must be submitted online at: [www.houstontx.gov](http://www.houstontx.gov).

To view your detailed application status, please log-in to your online profile by visiting:

<http://agency.governmentjobs.com/houston/default.cfm> or call (281-233-1043). If you need login assistance or technical support call 855-524-5627. If you need special services or accommodations, call (281-233-1043). (TTY 7-1-1) **Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.**

***All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.***

Applicants are encouraged to attach a cover letter and resume along with their completed application when applying. For further information pertaining to the Houston Airport System, please visit: [https://www.youtube.com/watch?v=EDWLV\\_sJFoM](https://www.youtube.com/watch?v=EDWLV_sJFoM).

### **EOE Equal Opportunity Employer**

**The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.**

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#### **Agency**

City of Houston

#### **Address**

## AIRPORT OPERATIONS SUPERVISOR -MAINTENANCE Supplemental Questionnaire

### \*QUESTION 1

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?

- Yes  
 No

### \*QUESTION 2

Are you a Houston Airport System employee?

- Yes  
 No

### \*QUESTION 3

What is the highest level of education you have completed?

- High School Diploma/GED  
 High School Diploma/GED and up to 18 months of education or training beyond the High School level.  
 Associate's degree  
 Bachelor's degree and beyond  
 None of the above.

### \*QUESTION 4

Please indicate the degree concentration you obtained (see resume is not acceptable, if statement does not apply, please insert N/A).

### \*QUESTION 5

Please list and attach the verifiable 18 months of education or training beyond the High School level obtained. ("See Resume" is NOT an acceptable answer. If NO Experience, please type "N/A").

### \*QUESTION 6

How many verifiable years of experience in Operations and/or Maintenance of a large facility do you possess?

- Less than 2 years  
 2 to less than 4 years  
 4 to less than 6 years  
 6 years or more  
 No experience

**\*QUESTION 7**

**How many verifiable years of Supervisory experience do you have?**

- Less than 2 years
- 2 to less than 4 years
- 4 to less than 6 years
- 6 years or more
- No experience

**\*QUESTION 8**

**How many years of verifiable Aviation Operations experience (Airports, Airlines, Traffic control, or Military) do you possess?**

- Less than 4 years
- 4 to less than 8 years
- 8 to less than 10 years
- 10 years or more
- No experience

**\*QUESTION 9**

**Briefly describe your experience with providing operational reports of maintenance on airport grounds, airfield, terminals and/or physical plants including handover/turnover to oncoming shifts. (See Resume" is NOT an acceptable answer. If NO Experience, please type "N/A")**

**\*QUESTION 10**

**Please describe your experience with one or all the following: INFOR, ABS, KRONOS, OASIS (See Resume" is NOT an acceptable answer. If NO Experience, please type "N/A")**

**\*QUESTION 11**

**Briefly describe your experience working with databases and/or spreadsheets to create reports with useful information (See Resume" is NOT an acceptable answer. If NO Experience, please type "N/A")**

**\* Required Question**