



## **JOB ANNOUNCEMENT**

### **Airport Operations Supervisor I, V14**

Chicago Department of Aviation

Midway International Airport

Airfield Operations Division

**Number of Positions: 3**  
**(Additional vacancies possible pending budget approval)**  
**Starting Salary: \$77,628.00 - \$130,620.00**

**Applications for this position will be accepted until 11:59pm CDT on April 21, 2026.**

**These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with LABORERS INTERNATIONAL UNION OF N.A., LOCAL 1001 (BARGAINING UNIT #54).**

**BID INSTRUCTIONS: Apply on the bid**

**site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND**

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION**

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 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 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**

Midway International Airport

**Shift:** Varies

**Hours:** Varies

### **THIS POSITION IS IN THE CAREER SERVICE**

#### **Qualifications**

##### **MINIMUM QUALIFICATIONS:**

##### **Education, Training, and Experience**

- Two (2) years of airfield operations work experience, **OR**
- Four (4) years of work experience in the aviation industry, **OR**
- Graduation from an accredited college or university with an Associate's degree in Business Administration, Aviation Management, or a directly related field, plus one (1) year of airfield operations work experience, or three (3) years of work experience in the aviation industry, **OR**
- Graduation from an accredited college or university with a Bachelor's degree or higher in Business Administration, Aviation Management, or a directly related field.

##### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Must obtain airfield certification within six months of hire

## **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

**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.

**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.

**For Information on our employees benefits please visit our benefits website at:**

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

**For Information on our salary and title structure visit our classifications website at:**

[https://www.chicago.gov/content/dam/city/depts/dhr/supp\\_info/JobClassification/2025\\_Classification\\_and\\_Pay\\_Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf)

**Application Evaluation:** Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Candidates who meet the minimum qualifications will be placed on an eligibility list in lottery order. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**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, Military Friendly, and Fair Chance Employer.**

**City of Chicago  
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

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

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

**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 – Midway

**Airport Operations Supervisor (Midway)**

**\$77,628.00 - \$130,620.00**

**Job #416201**

**04/07/26 - 04/21/26**

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. Job postings 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.)