



JOB ANNOUNCEMENT

**Chief Airport Operations Supervisor
CHICAGO DEPARTMENT OF AVIATION
MIDWAY INTERNATIONAL AIRPORT**

**Number of Positions: 2
(Additional vacancies possible pending budget approval)
Starting Salary: \$97,836.00**

Applications for this position will be accepted until 11:59pm CDT on April 30, 2026.

ESSENTIAL DUTIES

- Coordinates and directs airfield operations activities, including the inspection of airfield facilities, issuance and cancellation of Notices to Airmen (NOTAMs) on airfield status, and the receiving and relaying of airfield maintenance requests.
- Develop and implement new and revised operating procedures to improve operating efficiency.
- Ensures the timely and accurate maintenance of records and operations logs concerning airfield activities and service requests.
- Direct and monitor inspection of airfield facilities (e.g., runways, taxiways, ramps, aeronautical lighting) to ensure compliance with Federal Aviation Administration (FAA) regulations.
- Monitors airfield activities to ensure minimal disruptions in airfield traffic.
- Orders runway closings and openings and initiate corrective measures in response to irregularities found during inspections.
- Develops, coordinates, and manages airfield snow removal programs. Off-hour shifts will be required during the winter months for management coverage on all three shifts.
 - Responds to atypical and emergency airfield situations and directs the provision of airfield access to municipal and federal agencies.
 - Assists in the investigation of airfield accidents and incidents.
 - Reviews operations log and direct the preparation of related reports.
 - Determines priorities, prepares work schedules and oversees staff and private contractors in maintenance activities (e.g., snow removal, grass cutting).
 - Establish operating procedures and work standards for airport operations staff and evaluate staff performance.
 - Coordinates and directs staff training activities and maintains records in accordance with FAA regulations and departmental requirements.

- Responds to inquiries regarding the status of airfield facilities and maintenance issues.
- Attends meetings with FAA, construction contractors, and airport design engineers, as required.
- Work with the Director of SMS to implement, grow and finally maintain the MDW SMS program.

Additional duties may be required for this position.

Location: CHICAGO DEPARTMENT OF AVIATION
Address: 6201 South Laramie, Chicago IL
Shift: Varies
Hours: Varies

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS:

Education, Training, and Experience

- Eight (8) years of airfield operations work experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college with an Associate's degree in Business Administration, Aviation Management or a directly related field, PLUS six (6) years of airfield operations work experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Aviation Management or a directly related field, PLUS four (4) years of airfield operations work experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree in Business Administration, Aviation Management or a directly related field, PLUS three (3) years of airfield operations work experience, of which two (2) years are in a supervisory role related to the responsibilities of the position.

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

NOTE: Must obtain airfield certification within six months of hire.

NOTE: This position is subject to working off-hour shifts as required 24/7/365.

NOTE: This position requires a VALID LICENSE at the time of hire.

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

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 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. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference for applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

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.ftl?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 – **Chief Airport Operations Supervisor - Midway**

Chief Airport Operations Supervisor (Midway)

\$97,836.00

Job #418881

04/16/26 - 04/30/26

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.)