



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport and to serve the air transportation needs of southeast Virginia and northeast North Carolina.

Job Title: OPERATIONS SUPERVISOR
Position Number: 901-04-001
Shift Schedule: 8:30 AM – 5:00 PM, Monday through Friday
Starting Salary: \$32.82 PER HOUR
\$68,274.41 ANNUAL

JOB SUMMARY: This supervisory position is primarily responsible for the airport's daily compliance with FAR Part 139 and the supervision of the Wildlife Officer. The Airport Operations Supervisor is responsible for ensuring compliance with Federal Aviation Administration regulations pertaining to airport operations. Inspects airport facilities, including runways, taxiways, ramps, perimeter barriers and buildings, obstructions, records discrepancies and arranges for corrective action. Prepares, maintains, and verifies all records relating airport operations federal compliance. Issues appropriate notices to airmen (NOTAMS) when hazards exist. The Operations Supervisor will ensure that the Airport Certification Manual, Airport Emergency Plan, and the Wildlife Hazard Management Plan manuals remain current and will assume other duties as directed by the Director of Operations.

PRIMARY RESPONSIBILITIES:

1. Ensure the airport is in compliance with FAR Part 139 (Airport Certification Program).
2. Maintain in current status the Airport Certification Manual (to include the Airport Emergency Plan and the Wildlife Hazard Mitigation Plan).
3. Monitor any changes in field conditions which might require the issuance of NOTAMS (Notice to Airmen). NOTAMS will be issued at his/her discretion to note any changes in field conditions, publish information pertinent to safety, or other related items pertaining to the airport's operation which would be of interest to airmen.
4. Supervise through subordinate administrators and contractors the daily operations of the Wildlife Hazard Mitigation Plan.
5. Responsible for preparation of the budget for the Operations Department.
6. Performs regular internal audits of Part 139 self-inspection records to ensure accuracy, validity, and discrepancy correction with airport maintenance department.
7. Maintains wildlife permits and other documentation as required by the Wildlife Hazard Management Plan.
8. Attends construction meetings to assist with coordination and phasing of airport operations to ensure safety and security of airport.
9. Assists in developing procedures and systems for the inspection, maintenance, safety and security of airside and airport infrastructure, facilities, buildings, structures, equipment and grounds.
10. As directed, prepares written and oral reports for presentation to airport management.
11. Perform emergency management duties as outlined in the Airport Emergency Plan and as directed by the Director of Operations, Deputy Executive Director - Administration and Operations and/or the Executive Director.



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12. Coordinate, with the Director of Operations, Director of Facilities and Deputy Directors, the planning and execution of winter operations.
13. Administer and adhere to all Authority personnel policies and departmental and affirmative action guidelines.
14. Monitors and inspects airfield pavement, signs and markings for compliance. Coordinates with Director of Facilities for repair, rubber removal and surface markings as needed.
15. Patrols and performs inspections of airside facilities to ensure safety, security and operational efficiency of the Airport, as well as coordinate airfield and apron operations.
16. Performs escort of vehicles in Air Operations Areas.
17. Assist in training.
18. Monitors and enforces airport rules and regulations.
19. Coordinates closely with FAA – ATC via radio regarding snow removal activity.
20. Assist the Deputy Executive Director – Engineering and Facilities, Deputy Executive Director – Administration and Operations, and Director of Facilities as needed.
21. Perform other duties as assigned and directed by the Director of Operations.

JOB REQUIREMENTS:

1. Familiarity with FAA advisory circulars and extensive knowledge of Federal, State, City, and Authority rules and regulations applicable to the operation of a Part 139 commercial service airport.
2. Ability to analyze and effectively report on operating conditions and problems and to recommend or implement appropriate solutions; ability to establish and maintain effective working relationships.
3. Knowledge of basic aviation management issues in order to assist in the management and operation of a commercial airport at a level normally acquired through the completion of a bachelor's degree in airport aviation management, public administration, business administration, or related field.
4. A minimum of three years of progressively responsible management and supervisory experience required.
5. A minimum of four years of airport operations experience required, with a minimum of three years' experience at a commercial service small, medium or large hub airport.
6. Possess a valid Virginia or North Carolina driver's license and must meet NAA driving record requirements.
7. Registration as Certified Member with the American Association of Airport Executives preferred.
8. Ability to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge as may be required by assigned job duties and responsibilities.

KNOWLEDGE AND SKILLS:

1. Ability to prepare effective and concise reports.
2. Ability to analyze situations quickly and determine the proper course of action.
3. Ability to work independently, establishing priorities to carry projects through to timely completion and
4. when necessary meeting emergency demands.
5. Ability to understand and follow instructions.
6. Ability to establish and maintain effective working relationships with co-workers, other Authority
7. personnel, tenants, other organizations and the general public.



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EDUCATION AND/OR EXPERIENCE:

1. Knowledge of basic aviation management issues in order to assist in the management and operation of a commercial airport at a level normally acquired through the completion of a bachelor's degree in airport aviation management, public administration, business administration, or related field.
2. A minimum of three years of progressively responsible management and supervisory experience required.
3. A minimum of four years of airport operations experience required, with a minimum of three years' experience at a commercial service small, medium or large hub airport.

PHYSICAL DEMANDS: Normal job duties require the ability to reach, lift, bend and stoop in an office environment.

DRIVING REQUIREMENTS: All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- Any employee who has been licensed in their state less than 3 years must provide a copy of their previous driving record to Human Resources.
- An employee or applicant may have a North Carolina or Virginia driver's license as long as they reside in that state.
- **An "unacceptable" DMV driving record includes the following violations during the most recent 3 year period:**
 - Two or more at-fault accident convictions
 - DWI/DUI
 - Drug Offense
 - Eluding a Police Officer
 - Committing a Felony with a Motor Vehicle
 - Foreign citizens with no historical driving record available to us
 - Hit Run / Leaving the Scene of an accident
 - Lending an Operator's License or Registration to Another
 - Three or more moving violations
Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.
 - Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
 - Open Container Violation
 - Passing a Stopped School Bus
 - Racing or Speed Contest Violation
 - Reckless Driving
 - Speeding 25 mph, or more, above speed limit
 - Speeding – 10 mph or more over the speed limit in a school zone
 - Current Suspended License
 - Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
 - Temporary Operator's Permit



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- Vehicle Manslaughter/Homicide

Interested applicants must submit a Norfolk Airport Authority application form and a current DMV driving record to:

**Norfolk Airport Authority
Attention: Human Resources Department
2200 Norview Avenue
Norfolk, VA 23518**

**Application forms and DMV driving records must be received by:
4:00PM on Friday, June 15, 2018**

**Norfolk Airport Authority is an affirmative action/equal opportunity employer.
All qualified applicants are encouraged to apply.
EOE F/M/Vets/Disabled**