



7150 Airport Road  
Starke, FL 32091  
352-473-0031 - 352-473-4251 (fax)

**JOB TITLE:** Airport Airfield Supervisor

**LOCATION:** Keystone Heights Airport – 42J

**REPORT TO:** Airport Manager

**SALARY RANGE:** \$18.27 – \$21.63

**WORK DAYS:** Monday – Friday (Nights/Weekends as required)

**WORKING HOURS:** 8AM – 5PM

**JOB PURPOSE:** This employee is responsible for the airfield operations of the Airport ensuring a safe and efficient operation by proactively overseeing scheduled airfield projects, ramps, runways, hangar inspections, emergency activities and preventative maintenance. Other responsibilities include supervision, training, and evaluation of work performance of airfield operations personnel and actively participate with the Airport Manager in the hiring process for these positions.

The Airfield Supervisor shall have a proficient knowledge of aeronautics, practices of aviation and airport management, Federal Aviation Administration (FAA) regulations, Air Traffic Control, National Transportation Safety Board (NTSB), Florida Department of Transportation (FDOT), environmental rules/regulations and the application of those standards. An employee in this class exercises considerable initiative and independent judgment. Assignments are received from Airport Manager in oral or written form. Work is evaluated through conferences, direct observation and through results achieved.

**Required Knowledge & Skills:**

- Proficient knowledge of airspace regulations above the airport, safe and efficient movement of aircraft when on runways and taxiways plus utilization of the NOTAM system.
- Must possess strong organization and leadership skills, including the ability to communicate effectively, solve problems under pressure and work with airport tenants and external entities.
- Must participate in annual seminars/training dealing with quality control of aviation fuel handling and storage.
- Strong mechanical and electrical abilities to include commercial building systems, mowing equipment and security systems.
- Ability to speak distinctly in person and over air-to-ground radios.
- Must have good verbal and writing skills; be skilled and proficient with Microsoft programs such as Excel, Word and email software.

**Essential Job Functions: (not limited to duties as described – performs related duties as requested)**

- Performs airfield inspections and checks to include runways, taxiways, aprons, pavements, systems, signs, lighting, airfield clearance areas and fuel systems.
- Supervises and delegates tasks for Airfield Technicians.
- Coordinates work scheduling of airfield employees.
- Collaborates with airport manager on employee hiring and evaluations
- May be required to adjust work schedule to cover nights or weekend shifts, as needed.
- Compiles, prepares, and distributes correspondence, such as aviation incident reports, aviation safety reports, and daily turnover reports.
- Communicates with required agencies for notification of current or temporary airport conditions through NOTAM's.
- Coordinates with military and civilian groups who utilize airfield for ground and air activities and/or fuel services.
- Coordinates maintenance on the Automated Weather Observing System (AWOS).
- Inspects, maintains and documents vehicle and equipment maintenance.
- Inspects, maintains and oversees document control of inspections and maintenance on airport fuel farm and Jet- A fuel service trucks.
- Inventories and coordinates ordering and delivery of 100LL and Jet-A fuels.
- Catalogs fuel inspection documents, performs fuel quality test and serves as the representative during annual fuel audit.
- Maintains annual training for employees on fuel farm, fuel quality, environmental compliance and hazardous waste disposal and overall airfield safety.
- Responsible for the coordination of disposal of hazardous waste products.
- Performs ground maintenance of landscape to include entrance roads, hangar areas, areas adjacent to runways and taxiways.
- Responds to wildlife, foreign object debris (FOD) and other flight safety hazards affecting the airfield environment.
- Coordinates with tenants for support of airfield safety and facilities maintenance.
- Performs Bird/Wildlife Aircraft Strike Hazard (BASH) duties. Must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment.
- Briefs pilots on current airfield status; runway surface conditions, correct taxi routes and any hazards to operations in person and via air-to-ground radios.
- Assists transient pilots, when necessary, with refueling, lodging and use of courtesy car.
- Procures, maintains, and produces information regarding the safe operation of aircraft on the airfield. Information includes, Notice to Airmen (NOTAM), local airfield status, and aircraft parking plan utilization.
- Reviews, interprets and enforces policies, instructions and directives pertaining to airfield operations.
- Prepares and publishes operating directives and memorandums for airfield management activities as necessary.

**License & Certifications:**

- Must be a U.S. Citizen.
- Must have valid U.S. Driver's License and be able to operate a vehicle with a manual transmission.
- Must be able to operate a tractor with manual transmission connected to a 20 ft. wide batwing mower or other tractor implements.

**Physical Demands/Working Environment:**

- Flexibility and ability able to move, bend and stoop.
- Ability to climb stairways, and onto ladders, structural equipment and aircraft.
- Must be capable of walking and standing easily for extended periods.
- Ability to use a variety of hand tools.
- Ability to lift/move up to 60 lbs.
- Capable of working extended hours under stress.
- Must possess sufficient vision abilities to easily adjust to varying work environments.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone or air-to-ground radio.
- Must be able to pass medical, drug and background tests.
- May be required to work in inclement environmental conditions like rain, heat, cold or moderate to high winds.

**Required Education & Experience: (or equivalent)**

High school diploma with minimum two (2) years of commercial and/or military experience in Airfield or similar Management activities. Experience in performing or supervising the following functions are desirable such as; Airfield inspections, coordination of airfield construction or repairs, aircraft servicing, ground handling, NOTAM processing, emergency response actions and airfield safety.

**Working Conditions**

- Work is performed in a dynamic environment that requires constant adaptability and responsiveness to changing goals, priorities, and needs.
- Must be willing to work nights or weekends, when required.