Job Title: Airport Operations Supervisor – Training, Safety, and Standards
Department: Operations
Reports to: Airport Deputy Director, Operations and Maintenance
FLSA Status: Non-Exempt
Pay Level: Grade 7 - $93,090.64 – $109,518.40

JOB SUMMARY

Reporting to the Deputy Director of Operations and Maintenance, the Airport Operations Supervisor is a working leader responsible for directing, developing, and holding accountable a high-performing Airport Operations/ARFF team, with a focus on safety, standards, and training. The Supervisor ensures compliance with FAA Part 139 and TSA 1542 regulations while fostering a culture of professionalism, accountability, safety, and operational excellence.

This position requires demonstrated leadership in a safety-sensitive, high-consequence environment, strong interpersonal skills and emotional intelligence, and sound judgement under pressure. with proven ability to manage personnel, make independent operational decisions, and lead effectively during emergency incidents. In a 24/7/365 operation, the Airport Ops Supervisor – Training, Safety, and Standards independently leads shifts, manages personnel, addresses performance and conduct issues directly and fairly, encourages initiative, and develops future leaders. This position makes time-sensitive operational decisions and serves in an incident command capacity when required.

MISSION

Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist the Airport's senior leadership team by ensuring that the expectations of Airport Management are carried out in a safe and professional manner including punctuality, integrity, and mutual respect amongst Operations staff.
- In accordance with the Friedman Memorial Airport Employee Handbook, enforce personnel rules and work behavior standards fairly and impartially.
- Counsel, motivate and maintain harmony among staff.
- Participate in the selection, evaluation, promotion, and discipline of personnel; provide documented performance feedback and recommend employment actions including hiring, corrective action, and termination when necessary.
- Direct, evaluate, and hold accountable Airport Operations/ARFF personnel to established performance, safety, and conduct standards while fostering a professional and cohesive team environment.
- Develop, implement, and manage shift schedules that ensure operational readiness, regulatory compliance, and equitable workforce distribution.
- Prepare, update and coordinate airport training curriculums, training records, and other FAA-required records related to Airport Certification.
- Take a lead role in project management by establishing work priorities and monitoring work progress.
- Perform and record security checks accurately and perform all FAA-required inspections according to FAR 139 standards.
- Collaborate and facilitate with the Airport Security Manager about current security and changes to security requirements.

- Maintain and supervise airfield conditions throughout winter operations. When applicable, act as the snow-boss throughout the activation of the Snow and Ice Control Plan (SICP).
- Maintain the Airport in proper function through repairs and maintenance.
- Perform all functions of ARFF firefighter including driving firetrucks, handling power tools, entering tight/enclosed spaces, spaces that that may be on fire, climbing ladders, and wearing all applicable PPE.
- Demonstrate leadership presence, professional judgment, and decisive action in routine and emergency situations; serve as a role model for conduct and accountability.
- Issue clear, concise, and comprehensive Notices to Airmen (NOTAMS) as needed.
- Communicate via radio and phone in a professional manner.
- Assist internal and external customers/vendors regarding rules and regulations, airport functions, and emergency situations.
- Respond to all emergency and medical incidents by communicating with first responders, victims, and witnesses.
- Concisely document all "incidents" with accuracy and detail.
- Complete administrative requirements including but not limited to purchasing, approving, and maintaining supplies, parts, and tools.
- Must be punctual when arriving to work.
- Must be able to manage time wisely and is self-motivated to the task at hand even when distractions and interruptions occur.
- Safety driven for yourself as well as your team members.
- Must have the appropriate required licenses and skills to operate large equipment in unfavorable conditions.
- Work cooperatively and professionally with other employees, officials, tenants, and members of the public without exception.
- Mentor and develop subordinate staff to strengthen operational capability and leadership succession.

Miscellaneous:

- Foster commitment, team spirit, pride, and trust
- Skilled in personal accountability to yourself, staff, management, and to the community
- Conduct yourself in a professional and ethical manner publicly and personally
- Understand public and confidentiality policies of Friedman Memorial Airport
- Maintain regular and reliable attendance
- Perform other work-related duties as needed

Specialties:

Supervisor – Training, Safety, & Standards

- Serve as the primary point of responsibility for FAA Part 139 compliance related to personnel training, operational policies, procedures, safety documentation, and recordkeeping.
- Develop, implement, and oversee airport staff training programs, including curriculum development, employee onboarding, recurrent training, qualification tracking, documentation, and recordkeeping for both Part 139 and non-Part 139 personnel.
- Review, revise, and maintain Standard Operating Guidelines (SOGs), Standard Operating Procedures (SOPs), inspection checklists, and training materials to ensure consistency, operational effectiveness, and compliance with applicable FAA regulations.
- Oversee the Aircraft Rescue and Firefighting (ARFF) physical fitness and readiness program to ensure personnel maintain the physical capabilities and operational preparedness necessary to perform assigned duties.
- Coordinate and facilitate initial and recurrent medical training for airport emergency responders, including required certifications, continuing education, and practical skills development.
- Oversee safety documentation, support safety investigations, and assist in identifying and implementing corrective actions to maintain regulatory compliance and improve operational safety.

- Assist in planning and coordinating annual tabletop and triennial full-scale emergency exercises with airport personnel, emergency responders, regulatory agencies, and other key stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES

- Mechanically oriented individual with demonstrated abilities to problem-solve, improvise, and adapt.
- Demonstrated ability to manage personnel issues, conduct difficult conversations, apply corrective action, and resolve conflict in a fair and professional manner.
- Considerable knowledge and experience in snow removal and airfield deicing procedures and protocols.
- Considerable experience in heavy equipment operation; and the training of others to safely operate heavy equipment.
- Knowledge of principles and practices of various agencies including City, County, State, and Federal agencies such as TSA, FAA, EPA, and USDA.
- Knowledge of Microsoft Office programs including Excel, Word, PowerPoint, Outlook, and Teams.
- Skilled in prioritizing multiple tasks and managing projects with absolute deadlines.
- Advanced critical thinking and problem-solving skills with a demonstrated ability for attention to detail.
- Establish and maintain effective working relations with co-workers, clients, customers, and community members.
- Perform essential duties effectively and accurately.
- Work independently or as part of a team.
- Available to work irregular hours.
- Must have a valid Idaho Driver's License and driving history record that reflects sound decision making.
- Certified Aircraft Rescue Firefighter preferred, ability to obtain certification within 6 months of hire.
- Completion of a TSA 10-year employment background investigation.
- Transportation Security Administration (TSA) background check (SIDA).
- Successfully pass Friedman Memorial Airport background investigation that includes reference checks, criminal history checks and preemployment drug-screening.

JOB REQUIREMENTS

Education and Work Experience:

Airport Operations Supervisor

- High school diploma required; four (4) year degree preferred.
- Five (5) years' experience in FAA Part 139 and TSA 1542 environments.
- Minimum three (3) years of progressively responsible supervisory, lead, or command-level experience in airport operations, ARFF, emergency services, military, or other safety-sensitive operational environments.
- Experience designing, managing, and implementing training programs strongly preferred.
- Demonstrated experience conducting employee coaching, performance evaluations, and corrective or disciplinary action.
- Experience resolving workplace conflict and maintaining team cohesion.
- Experience in heavy equipment operation, snow removal experience preferred
- Preferred ARFF firefighter, ability to certify in ARFF within 6 months of hire.
- A valid driver's license with the ability to obtain an Idaho driver's license within 90 days and acceptable driving history.
- Must pass DHS/TSA and SUN background investigations.
- Preference given to candidates with a degree in aviation or closely related field, or advanced industry certifications (AAE, CM, ACE, AMF).

Language Skills:

- Effectively communicate in the written and spoken English language.

- Read, analyze, and interpret communications from numerous departments as well as local and Federal agencies.
- Clearly and effectively articulate ideas and thoughts (verbally and in writing); actively listen; and facilitate public meetings.
- Able to follow written and verbal instructions, policies and procedures with accuracy and attention to detail.

Reasoning Ability:

- Ability to solve common problems and deal with a variety of situational variables and scenarios within the scope of airport operations, personnel matters, and training challenges.
- Prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided.

Physical Abilities:

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- This position requires the employee to regularly drive all airport-owned equipment including plows, mowers, blowers, fire trucks, and vehicles.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands, handle or operate objects, tools, or controls; and reach with hands and arms.
- The employee must lift or move up to 75 pounds and occasionally lift, move or drag up to 180 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- No issues with claustrophobia, enclosed dark spaces, or the ability to enter burning aircraft.
- The Airport Operations/Aircraft Rescue Fire Fighting Supervisor may be required to undergo an annual "fit for duty" medical exam, a physical aptitude test that reasonably tests an employee's ability to fulfill the physical requirements of the job. This test may include a simulation of operating within confined spaces that may be found in aircraft, the ability to drag a dummy, climb and descend stairs, and operate hose lines while in full PPE **OR** the US Forest Service Moderate Field Test (Pack Test).

Working Environment:

- The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matters.
- Employees will work in and around running aircraft and heavy equipment and outdoors during all weather conditions.
- Work includes protected exposure to chemicals.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- **The position works varying shifts in 24/7 operations**, including holidays and weekends.

DRUG FREE WORKPLACE

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as a safety sensitive position and is subject to testing requirements including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

EQUAL OPPORTUNITY EMPLOYER

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Employee may be asked to perform other duties as required or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Employee's Signature	**Date**
Supervisor's Signature	**Date**