

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FACILITY MAINTENANCE SUPERVISOR - AIRPORT**

Spec No. 8016

### **BASIC FUNCTION**

To plan, schedule, and supervise the work of employees engaged in the full range of maintenance and repair on airport facilities, grounds, and equipment; including building upkeep, landscaping, and minor and intermediate level remodel, construction, and reclamation projects, and other related tasks.

### **STATEMENT OF ESSENTIAL DUTIES**

1. Schedules, coordinates, and supervises the maintenance, repair, and remodeling of Airport facilities, buildings grounds, equipment, and vehicles; determines weekly/daily work priorities and prepares work schedules; coordinates operations with other divisions, departments and contractors to minimize conflicts and delays; and inspects work in progress and on completion to ensure compliance with instructions, procedures, standards and timelines; and forecasts and requisitions equipment, materials, and supplies as required.
2. Plans, schedules, supervises, monitors and evaluates the work of subordinate employees; provides personnel leadership, coaching and assistance as necessary; participates in personnel processes, including hiring, evaluations, discipline, transfer, promotion and terminations; trains or supervises the training and certification of all employees as necessary; responds to employee questions, concerns and grievances; and participates with the employer in the Labor/Management negotiations as directed.
3. Develops, recommends, and implements Maintenance Departmental Quality Assurance programs; monitors and inspects work sites and equipment; evaluates work in progress and upon completion to ensure compliance with work orders, applicable codes, regulations, and specifications and instructions; recommends actions to reduce costs, promote efficiencies and maintain quality operations; resolves construction and maintenance problems; enforces environmental and safety rules and regulations; monitors programs regarding the confinement and processing of unauthorized or hazardous materials including asbestos or lead abatement and pesticide applications; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations, and recommends changes as appropriate.
4. Prepares work estimates including material, equipment and labor requirements; requisitions items for regular operations and to maintain inventories; establishes internal controls to safeguard equipment, material and supplies; arranges equipment rentals as required; approves routine purchases; monitors expenditures; investigates overages and irregularities; and assists with preparing and administering annual program budgets including personnel costs.
5. Develops, recommends, and implements facility and equipment preventive maintenance plans and programs, to include administrative tracking, scheduling, and trend analysis of all assigned equipment.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

6. Maintains records and prepares required reports; manages employee/customer quality suggestion and feedback system; works with the public and other county employees as necessary to resolve complaints, answer questions, or develop and recommend new or revised procedures.
7. Develops, recommends, and implements maintenance tool control plans and programs, to include effective inventory, maintenance and replacement, security, and accountability of all departmental tools and equipment.
8. Supervises coordinates and controls Airport Foreign Object Debris (FOD) collection and removal; participates in the cataloguing, analysis and tracking of debris for proactive identification and removal of FOD sources.
9. Supervises, coordinates and controls airport snow and ice collection and removal program to include maintenance personnel storm safety and operational training, departmental and tenant storm center coordination, evaluation of operational techniques and equipment procedures, and recommendations for improved operations.
10. Supervises, coordinates and controls airport lock and key maintenance security program; participates in airport security decision making and is responsible for maintenance team access to all facilities.
11. Oversees participation of maintenance personnel assigned to airport wild life management, to include scheduling, training certification, and the safety, security and inventory of weapons and ammunition.

#### **STATEMENT OF OTHER JOB DUTIES**

12. Participates in developing departmental program plans, goals and objectives; facility policies, procedures and rules; and required reports as needed.
13. Advises maintenance manager regarding facility issues and problems and other staff as necessary.
14. May perform duties of subordinates as needed.
15. Participates in airport administrative boards, training seminars, airport and community functions, and county organizational teams and programs as assigned.
16. Performs related duties and special projects as required.

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### **MINIMUM QUALIFICATIONS**

Five (5) years of experience in building and grounds maintenance and repair work, including a minimum of two (2) years supervisory, lead, or crew chief experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Prior airport supervisory experience is preferred.

### **SPECIAL REQUIREMENTS**

- A valid Washington State Driver's License is required for employment.
- Possession and maintenance of a valid First Aid and CPR card is required within 90 days of employment.
- Possession and maintenance of a valid Commercial Driver's License (CDL) with tanker endorsement may be required.
- Possession and maintenance of a valid Pesticide Applicator's License may be required.
- Possession and maintenance of an asbestos abatement and removal certificate may be required.
- A job offer may be conditioned on satisfactory results of a post-offer medical examination or inquiry.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the goals and values of Snohomish County
- principles and practices of effective leadership and supervision, and program coordination, planning and development, and total quality management skills to include process improvement, suggestion and feedback systems, and team building
- principles and practices, procedures and methods followed in all phases of airport maintenance, including landscaping, pavement maintenance, snow/de-icing operations, FOD operations, and building and grounds maintenance
- standard methods, techniques, tools, materials, and equipment capabilities used in all phases of construction, facilities maintenance, and repair work
- basic carpentry, electrical and mechanical systems, plumbing, painting heating and ventilation equipment, gardening and landscaping skills
- relevant building codes and ordinances, environmental regulations and federal, state and local laws
- preventive maintenance methods and procedures
- occupational hazards and safety rules and regulations
- tool and inventory control methods

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#### KNOWLEDGE AND ABILITIES (Continued)

- computer programs and technology
- principles and practices of accounting and budgeting
- first aid methods and techniques

#### Ability to:

- plan, coordinate, supervise, and evaluate the work of subordinate employees assigned to multiple locations
- interpret administrative directives, plan and organize work independently
- exercise initiative and sound judgment to complete assignments within budget and time constraints, make decisions within scope of assigned authority
- work under pressure, manage work items concurrently, cope with interruptions and changing priorities and meet deadlines
- initiate, implement and coordinate an effective maintenance control plan, quality assurance program, tool control plan, preventive maintenance program and maintenance safety and training program
- analyze and determine resource requirements for all types of construction, maintenance and repair work
- read, interpret, and work with blueprints, drawings, sketches, specifications, work orders and technical data
- perform skilled work in multiple building, construction, electrical, and mechanical trade areas
- monitor maintenance processes and systems for quality operations
- analyze a variety of repair and maintenance issues, and take appropriate action to resolve problems
- evaluate policies and procedures and make recommendations for improvements
- operate and maintain a variety of maintenance equipment
- recognize and correct unsafe working conditions
- communicate effectively both verbally and in writing
- maintain records and prepare required reports
- establish and maintain effective working relationships with superiors, subordinates, lease tenants, customers, and the general public
- ensure quality workmanship, timely completion of work in progress, and customer satisfaction
- motivate personnel and promote teamwork atmosphere within the maintenance department
- utilize standard office equipment, computer technology and software packages to perform assigned duties
- maintain confidentiality of information
- conduct staff meetings, coordinate training programs and prepare presentations

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#### PHYSICAL EFFORT

The work may involve the operation of a variety of maintenance and construction vehicles and equipment, and require occasional strenuous physical effort.

#### SUPERVISION

The employee reports to and receives direction from the Airport Maintenance Manager. The work requires independent judgment by the employee. The work is reviewed through meetings, direct observation, customer response, results obtained, and annual evaluations.

Supervisory responsibilities include daily oversight of crew of maintenance technicians, state corrections work release inmates, county work release inmates, and various seasonal and non-seasonal temporary employees. Facility supervision responsibilities include the 1,300 acre County Airport complex of buildings, equipment, pavement, and landscape.

#### WORKING CONDITIONS

Work is primarily performed at an airport maintenance shop at Paine Field with trips as necessary throughout the 1,300 acre Airport facility, the downtown Everett campus, and throughout the County to coordinate maintenance operations, supervise staff and repairs, and attend meetings. Working conditions may include outdoor operations in all types of weather conditions and involves exposure to a variety of hazardous work conditions and materials. Administrative work is usually performed in a normal office environment.

Employees may be required to be on-call outside normal office hours and work evenings, weekends, and holidays as required.

The airport is open 24 hours a day, 7 days a week. This position is a primary on-call responder in a variety of emergency maintenance and repair operations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1992  
Previous Spec No. 920925  
Revised: April 1999, April 2002, September 2002  
EEO Category: 8 - Service Maintenance  
Pay Grade: 243 - Classified Pay Plan  
Workers Comp: 1501 Hazardous