



JOB TITLE: OPERATIONS SUPERVISOR **JOB CODE:** OPERSUPV - DOAT
DIVISION: OPERATIONS **FLSA STATUS:** NON-EXEMPT
RESPONSIBILITY CENTER: 810

GENERAL FUNCTION:

Reporting to the Operations Manager, the Operations Supervisor ensures operational excellence throughout the Airside and Landside of Louisville Muhammad Ali International Airport by maintaining a safe, secure, and compliant airport environment through administration of established programs, policies, and procedures, while managing associated staff deployment and development. The position devises and drives continuous operational, safety, and security strategies pursuant to Federal Aviation Regulation Parts 77 and 139, Transportation Security Regulation 1542, Louisville Regional Airport Authority (LRAA) Rules and Regulations, and all other applicable statutes, regulations, and requirements. Serving a broad array of internal and external customers, the working Operations Supervisor position is responsible for providing a high level of customer service, support, and direction to the public, airport stakeholders, and government regulatory agencies, while performing other duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

In addition to the LRAA Operations Specialists job role:

- Facilitate radial communication development across airport-wide departments and functional areas to ensure operational excellence.
- Pursue tenant relationship development and handle accountability/contract management; initiate corrective actions and counsel's airport users, tenants and employees.
- Serve as front line point of contact and authority for Department matters; assume authority and responsibility during non-standard or irregular hours at the discretion of the Operations Manager.
- With the Operations Manager, will review, update, maintain and implement compliance with the Airport Certification Manual, including associated plans contained therein; construct, update, and maintain other Department manuals, policies, and procedures.
- Monitor for compliance and enforce all stakeholder terms of established documents to include: Airport Rules and Regulations, Airport Minimum Standards, lease agreements, and/or other applicable local, state, and federal regulation.
- Assist Public Safety with airfield 24/7 incident response and TSA badging and safety infractions. Inform airline and airport personnel of important airfield conditions and maintain order during aeronautical-related emergencies, following the Airport Emergency Plan.
- Coordinate annual FAA Certification Inspection and oversee FAA Certification compliance action plan.
- Serve as project and preventive maintenance corrective action liaison with Maintenance Management, driving priority airfield and terminal actions.
- Participate in Engineering Department directive, project phasing, and status meetings.
- Attend, and provide input during stakeholder and/or planning meetings to ensure objectives adhere to safety and security requirements; ensure proper communication of information and operational impact to applicable Airport stakeholders.
- Maintain interactive communication with Bowman Field and support activities as needed.
- Assist in Marketing, Air Service Development and Public Relations programs as requested.
- Participate in hiring Operations Specialists and conduct subordinate reviews.
- Directly train, supervise, and schedule Operations Specialists; train Special Operations personnel and NOTAM originators; oversight of daily inspections and logs.

- Assist in developing an operating and capital budget for the Operations Department and monitor adherence to the approved annual budget.
- Assist, plan, or direct Airport special projects, operations, or initiatives as assigned.
- Assume duties of the Operations Manager in her/his absence.

EMPLOYMENT STANDARDS:

Position requires a bachelor's degree from an accredited institution in Airport or Aviation/Aerospace Management, Aviation/Aerospace Science, Business or Public Administration, or closely related field, combined with a minimum of two (2) years of aviation-related experience, of which at least (1) year must be in an airport operations or administration role at a commercial service airport. Prior experience with a Fixed Base Operator (FBO), airline, air cargo carrier, airfield maintenance, or possession of a Private Pilot Certificate is desirable. Strong computer skills in Microsoft Office, Excel, PowerPoint, Adobe or other applicable software is needed. Candidate must have Certified Member (C.M.) designation from the American Association of Airport Executives (AAAE) at time of hire. Prospective employee must possess a valid driver's license and be able to pass a criminal background check and preemployment drug screening. Incumbent must maintain a valid driver's license and obtain and maintain federally mandated security clearances as required.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

Work is performed in both office and outdoor environments, and involves exposure to noise, chemical, and other contaminants, moving mechanical hazards, and extremes of temperature and weather conditions. Must have sufficient visual acuity, with or without corrective lenses; sufficient auditory ability, with or without audiological devices; able to tolerate exposure to noise levels up to 120 decibels; capable of being on one's feet for extended periods of time and lifting 50 pounds unassisted. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

For consideration, please email your resume and cover letter to operations-supervisor@flylouisville.com