



## TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

# Senior Supervisor of Facilities Maintenance

### About the Senior Supervisor of Facilities Maintenance

The Tucson Airport Authority is looking for a Senior Supervisor of Facilities Maintenance who under general supervision and administrative direction is responsible to supervise staff and to oversee and ensure the continuity of facility and asset maintenance operations at Tucson International Airport (TUS) and Ryan Airfield (RYN). This position will also perform a variety of technical tasks including facility preventative and predictive maintenance of facility assets to include Heating Ventilation and Air Conditioning (HVAC) Energy Management and Control Systems (EMCS), and other facility systems.

### Job Requirements

#### Minimum Requirements:

- High School Diploma
- 5 years experience in maintenance, or construction industry
- 3 years of supervisory experience

#### Preferred Requirements:

- Experience in airport environment
- Project management

### Salary

Annual starting rate: \$55,348.80 - \$71,968.00

Depending on qualifications, the top of the range is reserved for ideal candidates who closely match TAA's business needs.

### TAA Benefits

Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

### About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948; it is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

**Mission Statement:** Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

### The Airport System

**Tucson International Airport (TUS)** is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

**Ryan Airfield (RYN)**, is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

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### How to Apply

Please visit the TAA website at [www.flytucson.com](http://www.flytucson.com) to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at [ssutton@flytucson.com](mailto:ssutton@flytucson.com).

**Title:** Senior Supervisor – Facilities Maintenance

**Reports To:** Deputy Director of Maintenance

FLSA Code: Exempt  
Grade: TBD  
Approved: 2-9-19 ARV  
Approved: JG

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**Distinguishing Characteristics:**

Under general supervision and administrative direction is responsible to supervise staff and to oversee and ensure the continuity of facility and asset maintenance operations at Tucson International Airport (TUS) and Ryan Airfield (RYN); perform a variety of technical tasks including preventive and predictive maintenance of facility assets to include Heating Ventilation and Air Conditioning (HVAC,) Energy Management and Control Systems (EMCS), and other facility systems.

**Essential Functions:**

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Direct and manage facilities maintenance, HVAC and EMCS activities at TUS and RYN.
- Plan, assign, schedule and manage the preventative and predictive maintenance, repair and alteration of all facility assets in compliance with all applicable regulation, and FAA regulations and TSA Standards.
- Perform regular building inspections of assets to document building condition, to include and not be limited to, mechanical, electrical and plumbing issues, building codes and other applicable standards; inspect building construction, and mechanical, electrical, and plumbing systems to ensure conformance with building codes and standards; recommend a course of action to address significant building maintenance concerns (through Capital Improvement Program or Major Maintenance Program).
- Review capital improvement plans related to the assigned services and provide input regarding future facilities maintenance activities.
- Oversee Facilities Maintenance Plan, including forecasting for capital improvement projects; assist Planning & Development in the coordination of tenant improvements and new construction.
- Develop energy management and sustainability strategies for facility operations.
- Develop and review specifications/contracts for the purchase of new equipment and supplies.

- Ensure employees follow appropriate safety policies, practices and procedures; utilize proper tools, equipment and methods to safely complete all maintenance tasks; ensure that work performed by the department satisfies workmanship standards.
- Establish procedures to accurately account for tools, equipment and supplies; monitor for compliance; initiate process improvement, as necessary.
- Generate work orders, requisition items or parts, maintain records and inventories, process invoices, timecards, prepare written reports and specifications, attend meetings, plan future work and communicate with other departments, as necessary.
- Manage assigned asset maintenance and replacement projects, project schedules, budgets; ensure projects are coordinated and conducted in a timely and cost effective manner.
- Assist in the development of the annual operating budget, long-range Capital Improvement Program and Major Maintenance Program budget(s); recommend annual goals and objectives for the department; monitor the department budget.
- Assist in the development of annual goals and objectives for functional area; work with supervisor and division stakeholders to develop the Division goals as a whole; monitor progress toward achieving such goals and objectives.
- Complete Performance Development Plans for employees; monitor and evaluate the performance of personnel using standardized criteria; ensure required training is accomplished; exercise leadership by encouraging employees attend other training or professional development opportunities, as appropriate or as budget resources are available.
- Promote customer relations by responding to requests for service, investigate and resolve emergencies, complaints and problems; ensure customers remain informed on the project status; coordinate schedules and “outages” with customers to minimize disruption or inconvenience.
- Proactively assist other departments with airport construction activities, to include and not be limited to design review and comment, progress and construction meetings, safety management and communication throughout project duration, as required. Coordinate, monitor and support all phases of airport construction projects at TUS and RYN to protect user and TAA interests, to facilitate efficient construction management and continue uninterrupted operations.
- Respond to emergencies in person, or by delegation of, whether on or off duty. This responsibility carries with it the authority to call outside support services, to call in employees not on duty, and to approve overtime pay, as required to support the need.
- Be responsive to airport emergencies and situations that may involve loss of human life or property; support public safety and operational response to emergencies; utilize Incident Management System (ICS)/National Incident Management System (NIMS) protocols and procedures; coordinate and/or participate in after-action emergency debriefing with appropriate departments and stakeholders.
- Keep supervisor informed of the department’s performance and provide advice on all maintenance and landscape matters; act within the scope of authority and ensure that

TAA's management objectives, principles, policies, programs, and guidelines are consistently observed.

- Work cooperatively and collaboratively with City, County and State agencies in proper policing and grooming of all properties surrounding airport facilities.
- Help maintain an effective internal and external communication system among all other TAA departments, tenants from TUS and RYN, outside agencies, and others.
- Establish relationships with outside agencies, tenants, TAA employees, and other stakeholders to effectively communicate the stated goals and objectives of TAA; represent TAA at various meetings, as appropriate.
- Participate in local, state, regional and national meetings and conferences regarding airport maintenance issues.
- Be prepared to assume the responsibilities of the department when the Director of Maintenance and Custodial Services or Deputy Director of Maintenance is not available.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

#### **Position Requirements:**

A high school diploma or equivalent, a minimum of five (5) years of progressively responsible experience in an airport environment (preferably at a FAR Part 139 airport), maintenance, or construction industry; three (3) years of supervisory experience. An Arizona driver's license is required.

#### **Required Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Materials, means and methods of construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Principles and practices of engineering/architectural design and construction, and administration of project management.
- Equipment and tools used in the facility maintenance trades.
- Construction and project management principles and practices.
- Principles and practices of safety management and FAA Safety Management System (SMS) processes.
- Local, State, and Federal codes, regulations and standards.
- The organization-wide mission and goals, and how these relate to division, department, team, and individual projects and initiatives.

##### **Skill in:**

- Facility project management.



- Organization, oral, listening, and written communications, proof-reading, critical-thinking and multi-tasking.
- Taking initiative and being a self-starter.
- Exercising effective supervisory management techniques.

**Ability to:**

Schedule

- Work all shifts of a 24-hour per day period, including evenings, weekends, holidays, and be on-call.

Tools, Vehicle or Equipment Operation

- Operate any airport vehicle or equipment, whether standard or automatic, pick-up trucks and forklifts.

Environmental Conditions

- Work in high-noise environment; extreme seasonal weather, (i.e., heat, cold, wind, or rain), when necessary.

Physical Requirements

- Communicate in English via telephone, radio, and cellular telephone, in a high noise environment, with sufficient clarity to be understood by others. Must be able to detach from caller's emotions, yet project an image of empathy (i.e., avoid personal involvement).
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals, and identify fuel grade color code markings, and actual samples of various fuels.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Read, write, and speak the English language in an articulate, fluent manner, ability to speak Spanish or another second language is helpful, but is not required.

Mental Requirements

- Interpret and analyze complex technical data and information for decision-making and reporting purposes, including decision-making in stressful situations.
- Remain focused and decisive in stressful situations; use sound and effective judgment.
- Perform tasks with a high degree of accuracy, maintain confidentiality, attention to detail, with mature judgment, function in compelling, high stress, fast-paced work environment, with deadlines and multiple projects; initiate and organize responsibilities without supervision, and to take independent action relative to work problems requiring immediate solutions.
- Research information and organize data in meaningful form, make sound judgments, draw accurate conclusions, and make appropriate recommendations.

### General

- Be sensitive and aware of actions and reactions of employees, tenants, and outside agencies, and inform supervisor of appropriate concerns, as necessary.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies, as required.
- Encourage and support professional development of employees.
- Exercise effective customer service and public relations practices and procedures.
- Maintain discreet and professional sense of confidentiality; understand that dissemination of information outside of job requirements is based on "need-to-know" and will subject employee to loss of employment and/or criminal prosecution.
- Engage in self-improvement activities, and training as directed.
- Hold direct reports accountable for accomplishing functional responsibilities and delegated tasks, and to differentiate between high and low performers.
- Coach and provide leadership and development opportunities for direct reports.
- Understand own strengths and weaknesses; seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.

### **Licenses; Certificates; Special Requirements:**

- Valid Arizona Driver's license.
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area and Movement Area on the Air Operations Area.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- Must successfully complete the following training requirements:
  - National Incident Management System (NIMS) course requirements and certification ICS 100, 200, 700 and 800 courses within twelve (12) months and 300 and 400 courses within twenty-four (24) months of employment.
  - Earn AAAE Certified Member (C.M.) certification within thirty-six (36) months of employment.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.

10/08

Rev 1/10; 9/12; 4/13; 3/14; 9/14; 11/14; 1/15; 10/16; 8/18; 5/19; 8/19

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date