

TBI Airport Management, Inc.
Hollywood Burbank Airport

Job Description

Supervisor, Maintenance

Reports to: Manager, Maintenance

Status: Exempt

Shift: Graveyard

General Description:

Under direction, plans, organizes, assigns, inspects and supervises the work of maintenance staff and contractors engaged in the maintenance and repair of Burbank Glendale Pasadena Airport Authority structures, facilities, equipment, and other infrastructure; and performs related duties as assigned. The Maintenance Supervisor is responsible for planning and supervising the activities of skilled, semi-skilled and unskilled workers. Incumbents are assigned to supervise sections specializing in such trade areas as facilities maintenance, landscaping, electrical, painting, fleet equipment maintenance, plumbing, HVAC, pavement, mechanical systems and sign shop.

Essential Job Functions:

Typical Task

- Participates in the selection and training of assigned personnel; establishes work priorities, and assigns work.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with policies and labor contract agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the Burbank Glendale Pasadena Airport Authority mission and objectives.
- Participates in the preparation of operating budget recommendations, authorizes the purchase of materials, and monitors work activities and expenditures to control costs.
- Plans, controls, schedules and supervises subordinates in analyzing, evaluating and developing new operating procedures; coordinates section activities with appropriate user personnel.
- Participates in the development of operation and support strategies to meet unit objectives; participates in the development and implementation of preventative and predictive maintenance standards and schedules.
- Provides technical assistance to staff.

- Checks and/or prepares work orders, records and reports; prepares cost estimates for assigned projects; estimates time, material and equipment for assigned projects.
- Inspects buildings and facilities for maintenance and repair needs.
- Inspects work in progress and at completion to ensure compliance with plans and specifications; inspects work performed by maintenance personnel and contractors.
- Responsible for carrying out the safety program; ensures subordinates follow safety policy in work methods and procedures; enforces safety precautions while working in dangerous situations; educates personnel on rules, regulations, safe working habits and potential hazards presented by their work environment.
- Inspects tools, equipment and machinery to ensure proper and safe operating conditions.
- Develops specifications and scope of services for new equipment, vehicles and contracted maintenance services.
- Confers with engineers and other staff regarding plans and specifications for the maintenance of facilities; reviews plans and specifications for completeness, accuracy and compliance with standards and specifications.
- Ensures the timely completion of preventive and predictive maintenance programs.
- Requisitions necessary tools, equipment and supplies.
- Develops, reviews and updates written maintenance procedures, instructions and schedules.
- Operates vehicles to travel to various locations.

Minimum Qualifications:

Employment Standards

- Graduation from high school or GED equivalent; and four years of experience in facilities maintenance, general construction or other specialized maintenance disciplines including but not limited to; electrical, HVAC, plumbing, carpentry, pavement, roofing, flooring, etc. Previous supervisory experience is preferred but not required.

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

Supplemental Information:

Knowledge of:

- Advanced facilities maintenance skills related to, flooring, pavement, carpentry, roofing, painting, fencing, ceilings, plumbing, electrical, landscaping, and furniture.
- Operation of heavy equipment including tractors, backhoe, lift vehicles, dump truck, etc.
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Principles, methods and equipment used in the maintenance and repair of buildings, structures, facilities, parks and mechanical/electrical systems common to maritime and/or public works systems.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications applicable to assigned work responsibilities.
- Codes, ordinances and regulations pertaining to the work.

Ability to:

- Plan, organize, coordinate, assign, review and evaluates the work of others.
- Select, motivate and evaluate staff and provide for their training and development.
- Identify and implement effective courses of action to complete assigned work.
- Read and interpret drawings, specifications and manuals.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective working relationships with those encountered in the course of the work.
- Coordinate work assignments with other sections, departments, divisions or agencies.
- Operate a motor vehicle in and around aircraft and ground support equipment
- Erect ladders or scissor lifts and insure the safety of those working around or on such equipment
- Read and comprehend job diagrams, sketches, written instructions
- Work with hand and power tools characteristic of the trade
- Learn and perform advance and skilled facilities maintenance repairs
- Learn and operate heavy equipment; mowing equipment, bobcat, forklift, portable light towers, illuminated directional signs, portable generators and pressure washing equipment, Gradal
- Lift, push, pull, move or carry over 50 pounds, climb ladders
- Work in a safe manner and recognizes unsafe situations

Interested candidates may apply by clicking the link below and completing the online assessments

<https://www.ondemandassessment.com/link/index/JP-R99OPG26T?source=HB-Website&u=137146>