

GENESEE COUNTY

ENGINEERING/AIRPORT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve complex technical engineering duties, such as, responsibility for planning, layout, design and inspection of bridges, roads and airport construction. The incumbent also has responsibility for the operation and maintenance of the County Airport and buildings thereon. This is a highly technical position with broad authority for individual discretion. Direct supervision is exercised over Engineering and Airport staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Manages the engineering division of the Genesee County Highway Department; responsible for planning, layout, design and inspection of bridges, roads, and airport construction;

Orders required supplies and materials, directs and reviews engineering consultant work on special projects;

Maintains quantities of materials used on construction projects and prepares field reports and working cost estimates;

Plans, schedules and coordinates work activities for engineering and traffic control personnel;

Supervises project implementation and layout through completion to ensure conformance to specifications;

Prepares documents related to consultant engineer services, negotiates fees and coordinates plan and submittal reviews;

Prepares and develops engineering plans and specifications for highway, bridge and airfield replacement and/or reconstruction projects including cost estimates and contract documents;

Administers grant programs and applications;

Ensures compliance during federal and state funded projects;

Manages and directs all airport operations in order to ensure compliance with all applicable federal, state and local rules and regulations, minimum standards and codes;

Develops, administers and enforces ordinances and regulations governing airport operations;

Oversees airport security;

Administers contracts, leases and agreements with Fixed Based Operators, Limited Fixed Based Operators, tenants, business and other aviation related activities at the County Airport;

Directs business management and infrastructure maintenance functions;

Collects leases, fees and surcharges and negotiates concession with aviation-related businesses;

Prepares lease agreements;

Directs the development of programs and activities designed to promote the County Airport;

Prepares annual budgets and financial reports

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR

PERSONAL CHARACTERISTICS: Thorough knowledge of the practice of civil engineering and construction management; good knowledge of the techniques used in the maintenance of roads, bridges, parking lots, airfields and other pavement systems; good knowledge of Federal, State and local rules and regulations applicable to airport traffic control and airport management; ability to make engineering computations and to compile cost and quantity estimates; ability to understand and carry out complex oral and written instructions; ability to plan and supervise the work of others; good judgment, initiative and resourcefulness; dependability; flexibility.

The 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, depth perception, color vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **AND EITHER:**

- A. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Civil Engineering, Engineering Construction or closely related field;

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OR

- B. Graduation from a regionally accredited or New York State registered two year college with a Bachelor's Degree in Engineering Technology or a closely related field and two years of full time paid experience in engineering;

OR

- C. Any equivalent combination of training or experience equivalent to A and B above indication ability to perform the duties of the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.