

GENESEE COUNTY
AIRPORT SUPERVISOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for the operation and maintenance of the County Airport and buildings thereon. This is a technical position with broad authority for individual discretion. The incumbent administers the management, business operations, care, maintenance and protection of the municipal airport and buildings. Direct supervision is exercised over Airport staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

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

Administers and directs the business management functions of the airport, which includes maintaining financial records, inventories, purchasing of fuel and oil supplies, collects all rents and fees due the County and the negotiation of concessions for providing service facilities for passengers and general public, such as restaurants;

Directs the development of programs and activities designed to promote the airport to attract additional activity and business at the airport;

Cooperates in the promotion of public interest in the airport and aeronautics;

Enforces ordinances and regulations governing airport operations;

Oversees airport security, inspecting runways, navigational aids and buildings for hazards;

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

Supervises airport subordinates.

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: Good knowledge of Federal, State and local rules and regulations applicable to airport traffic control and airport management; ability to maintain records and prepare reports, good knowledge of the principles, methods and tools used in airport maintenance; 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
CONTINUED.....

AIRPORT SUPERVISOR (HELP Program)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR

PERSONAL CHARACTERISTICS, CONT'D: 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: EITHER:

- A. Possession of an Associate's degree from a regionally accredited or NYS registered college or university in accounting, business administration or related field, AND one (1) year of full-time, paid experience in airport operation or with an aviation business operating at an airport of which shall have included six (6) months of supervisory experience;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and three (3) years of full-time, paid experience in airport operation or with an aviation business operating at an airport of which shall have included six (6) months of supervisory experience.

OR:

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

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Non-Competitive Class

Adopted 12/22/25

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