



Job Description

<i>Job Title</i>	<u>Supervisor, Landside/Airside Operations</u>	<i>Job Code</i>	<u>102</u>	<i>FLSA</i>	<u>Non-Exempt</u>
<i>Job Family</i>	<u>Supervisor/Managerial</u>			<i>Grade</i>	<u>34</u>
<i>Department</i>	<u>Operations</u>			<i>Created Date</i>	<u>9-8-2016</u>
<i>Reports to</i>	<u>Manager, JAN Airport Operations</u>			<i>Revised Date</i>	<u></u>

JOB SUMMARY

Supervise and coordinate the administration and operation of the airside and landside activities, to include the general oversight of public safety at the Jackson-Medgar Wiley Evers International Airport and Hawkins Field. This is accomplished by coordinating the operational functions of the Airport Operations Department with other work sections, tenants, outside agencies, and the general public; providing highly responsible and complex staff support to the Assistant General Manager of Airport Operations; providing daily supervision of the administrative functions; directing, coordinating, and reviewing the work of assigned personnel; assigning work activities and projects; monitoring work flow; inspecting and evaluating work products, and procedures; and meeting with staff to identify and resolve problems.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinates operational activities for the Airport Operations Division, under the general supervision of the Assistant General Manager Airport Operations.
- Serves as Assistant Airport Security Coordinator in the absence of the Airport Security Coordinator.
- Under the guidance of the Assistant General Manager Airport Operations, maintains and ensures compliance with Federal Aviation Regulations and Airport Certification Manual (ACM).
- Maintains and implements the Airport Emergency Plan (AEP) under the supervision of the Assistant General Manager Airport Operations.
- Under the guidance of the Assistant General Manager Airport Operations, maintains and ensures compliance with Transportation Security Administration Regulation and Airport Security Program (ASP).
- In the absence of or at the direction of the Assistant General Manager Airport Operations, serves as an Incident Commander within the Unified Command Structure for declared emergencies.
- Supervises the training, motivating, and evaluating of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedure.
- Monitors tenant lease compliance, monitors vehicle-for-hire operations in compliance with JMAA ground transportation rules and regulations, and coordinates enforcement of airport rules both land and airside.
- Proactively assists with other departments with maintenance and construction activities, to include but not limited to design review and comment, progress and construction meetings, escorts, safety management and communication management throughout project duration, as required.
- Under the direction of the Assistant General Manager Airport Operations, supervises enforcement of all rules, regulations, laws, and ordinances within the airport authority's jurisdiction, coordinates compliance activities with JMAA staff, federal agencies with a role in aviation safety and security, airlines, concessionaires, other terminal and airfield tenants, community and business organizations, aviation trade associations, and other organizations impacted by JMAA safety and security policies and procedures.

- Coordinates and supervises the Airport Operations Division's work plan; meets with the Assistant General Manager Airport Operations and Airport Operations staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Participates in the implementation of goals, objectives, policies, and priorities for assigned personnel; identifies resource needs; implements policies and procedures.
- Provides staff assistance to the Assistant General Manager Airport Operations; prepares and presents staff reports and other necessary correspondence.
- Performs administrative duties including but not limited to; records management, purchase orders, employee payroll processing, meeting attendance, future work plans, and communicating with other departments and tenants as necessary.
- Under the supervision of the Division Manager, responsible for the direction of all airfield operations activities, terminal operations, security operations, or ground transportation activities.
- Coordinates providing customer service related to the welfare of passengers, airlines, and tenants.
- Conducts investigations related to security and safety violations.
- Coordinates security and safety training with JMAA staff and tenants.
- Performs other essential assigned duties.

LEADERSHIP AND SUPERVISORY

- Receives direct supervision from the Assistant General Manager Airport Operations.
- Exercises direct supervision over 1st, 2nd, and 3rd or floating shift Airport Operations Team.
- Exercises technical and functional supervision over: Airport Operations Coordinators and Airport Operations Agents.

EDUCATION & EXPERIENCE (including required licenses or certifications)

- A Bachelor's Degree or equivalent in aviation management, business management, public administration, criminal justice, or a related field.
- Five years' experience with an airport, airline, or military aviation command. Education and/or experience may be substituted on equal basis.
- Possession of, or ability to obtain, Airport Security Coordinator (ASC) certification.
- Possession of, or ability to obtain, an appropriate, valid Mississippi Commercial driver's license with Class B endorsement.
- Ability to acquire and maintain AOA driver's license; maintain secure SIDA, sterile area, and AOA security clearance.

COMPETENCIES

Employee Core

- *Customer Focus* - The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- *Continuous Improvement* - The knowledge of goal setting and measuring performance in order to improve processes and procedures.
- *Communication* - The ability to express thoughts effectively to encourage productive dialogue and generate useful information.
- *Collaboration* - The ability to work cooperatively with others to build the strength of the team.
- *Commitment* – The ability to take personal responsibility due to one's sense of ownership and pride in the Authority.

Job-Specific Knowledge, Skills & Abilities

Knowledge of:

- Principles of supervision, training, and performance evaluation.

- Pertinent Federal, State, and local regulations, laws, and ordinances, particularly with reference to 14 CFR Part 139 and 49 CFR Part 1542.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Use firearms.
- Supervise and coordinate the work of non-sworn personnel.
- Train and evaluate staff.
- Interpret and explain airport policies and procedures. Prepare clear and concise records and reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with regulations, laws, and policies. Analyze situations quickly and objectively, and determine proper course of action.
- Use sound judgment in emergency situations.
- Work irregular hours including weekends and holidays. Meet and deal with the public tactfully and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound judgment and rational thinking in emergency or dangerous situations, evaluate various options and alternatives, and choose an appropriate and reasonable course of action.
- Establish and maintain effective working relationships with those contacted in the course of work.

ENVIRONMENT & WORKING CONDITIONS

- The nature of the job requires that the employee stand and walk much of the day. Since the duties cover both landside and airside, some responsibilities require exposure to outside weather.
- The work requires shift work.

PHYSICAL DEMANDS (including requirements for travel or working nights/weekends/holidays)

Requires:

- Maintaining physical condition appropriate to the performance of assigned duties which may include the following:
 - Running, walking, crouching, or crawling.
 - Operating assigned equipment and vehicles.
 - Performing life-saving and rescue procedures.
 - Lifting 50 pound objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

****WE ARE AN EQUAL OPPORTUNITY EMPLOYER****

EOE, M/F, D/V

APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For:			Today's Date:		
Name (Last) (First) (MI)		Social Security Number:			
Address:			Telephone Number:		
City State Zip		Date of Birth			
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female					
Check one of the following: (Ethnic Origin)					
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native					
<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____					
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single					
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency					
<input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify_____					



100 INTERNATIONAL DRIVE SUITE 300
JACKSON, MISSISSIPPI 39208

Application For Employment
(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **Supervisor, Airside/Landside Operations**

ADVERTISEMENT PERIOD: **1/28/19 – 2/11/19**

PERSONAL

NAME _____
(Last) (First) (Middle Initial)
ADDRESS _____
(Street Address) (City) (State) (Zip)
HOME PHONE NO. (____) _____ ALTERNATE PHONE NO. (____) _____
SOCIAL SECURITY # _____ EMAIL _____
DRIVER LICENSE # _____ Class _____ Expiration _____ State _____

When will you be available to begin if selected for the position? _____

Are you available to work shifts? Yes _____ No _____

Are you authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes _____ No _____

If yes, give dates _____

Have you ever been convicted of a crime other than minor traffic violations? Yes _____ No _____

If yes, state nature of offense, when, where and disposition _____

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes _____ No _____

If yes, list names and relationship _____

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

NAME: _____ SOCIAL SECURITY NO.: _____

Education & Training

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____ _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

NAME: _____ SOCIAL SECURITY NO.: _____

Your Job Title_____	Telephone No. (_____) _____
Company Name_____	Employed (Indicate Month, Day and Year)
Address_____	From _____ To _____

Name of Supervisor_____	Annual Salary Start _____ Last _____
Describe Your Duties_____	Reason for Leaving _____

_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time_____	Part-Time_____

Your Job Title_____	Telephone No. (_____) _____
Company Name_____	Employed (Indicate Month, Day and Year)
Address_____	From _____ To _____

Name of Supervisor_____	Annual Salary Start _____ Last _____
Describe Your Duties_____	Reason for Leaving _____

_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time_____	Part-Time_____

Your Job Title_____	Telephone No. (_____) _____
Company Name_____	Employed (Indicate Month, Day and Year)
Address_____	From _____ To _____

Name of Supervisor_____	Annual Salary Start _____ Last _____

Describe Your Duties_____	Reason for Leaving

_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain

Full Time_____	Part-Time_____

Additional Skills

<p>State any additional information you feel may be helpful to us in considering your application.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>