

**Jackson Municipal Airport Authority  
Maintenance Supervisor**

To supervise, assign, review and manage the building and equipment PM program for the facilities, including but not limited to baggage conveyors, passenger boarding bridges, lighting, HVAC, standby power systems, etc. Performs project work as assigned for the maintenance and repair of airport buildings, facilities, and fixtures.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Maintenance Manager.

Exercises direct supervision over the 2nd shift maintenance crew.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**—Essential and important duties and responsibilities may include, but are not limited to, the following:

**Essential Duties and Responsibilities:**

Plan, prioritize, assign, supervise and review the work of staff responsible for the maintenance, repair, alteration and construction of airport buildings, facilities, and fixtures.

Participate in the selection of building maintenance staff provide or coordinate staff training; evaluate employee performances; work with employees to correct deficiencies; implement discipline procedures.

Prepare various reports on building maintenance operations and activities.  
Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing building maintenance services; implement policies and procedures.

Coordinate building maintenance service activities with other departments, divisions, and outside agencies.

Supervise and participate in the maintenance and repair of airport facilities, equipment and buildings; perform a variety of skilled carpentry, electrical, welding, painting, plastering, plumbing, heating, air conditioning and mechanical maintenance and repair work.

Supervise and participate in the installation, maintenance, repair, and inspection of the Energy Management System including computer controls, chillers, air handlers, and other related equipment.

**Essential Duties and Responsibilities (continued):**

Oversee and participate in the installation, maintenance, repair and inspection of heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchangers.

Oversee and participate in the repair and installation of electrical systems including lighting systems and fixtures inside and outside buildings including runway and street lighting; oversee the maintenance and repair of the public-address system, bag belt system, automatic doors, and fire alarm systems; locate and mark underground utilities.

Oversee and participate in the installation and maintenance of a domestic water distribution system.

Oversee and participate in the installation, maintenance and repair of sewer and drainage systems; repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.

Oversee all phases of construction and remodeling of facilities.

Inspect building facilities to identify building maintenance needs.

Supervise the operation, maintenance, and repair of a variety of mechanical tools and equipment such as truck, fork lift, power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance skills.

Work with outside contractors as needed performing building construction and maintenance activities; ensure adherence to airport policies and practices.

Ensure the adherence to safety rules and regulations.

Read and interpret sketches, diagrams and blueprints.

Maintains airport runway and taxiway edge lighting systems; check wiring and replacement of inoperative light fixtures and broken lenses.

**Other Important Responsibilities and Duties (continued):**

Operates a variety of tools and equipment including power tools, lawn mowers, trucks, and tractors; performs general maintenance duties including refueling, changing the oil, and lubricating parts; make minor adjustments as necessary.

Coordinate a preventive maintenance program for building maintenance activities; monitor and maintain preventive maintenance records and logs.

May respond to maintenance requests on a stand-by basis.

Oversee the ordering of parts and materials as required.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a building maintenance program.

Principles of supervision, training and performance evaluation.

Methods and techniques of carpentry, plumbing, painting, mechanical and electrical work.

Use and maintenance of tools and equipment used in building maintenance, reconstruction, and repair work.

Airport policies, procedures and codes related to facility maintenance and repair.

Occupational hazards and necessary precautions applicable to building, mechanical and electrical maintenance work.

Preventive maintenance requirements.

Safe work practices.

Pertinent Federal, State, and local laws, codes and regulations.

**Ability to:**

Supervise, organize, and review the work of building maintenance personnel.

Select, train and evaluate staff.

Interpret and explain airport building maintenance policies and procedures.

Operate and maintain building construction, maintenance, and repair machinery and equipment.

Prepare clear and concise reports.

Identify building maintenance needs and take corrective actions.

Read and interpret sketches, drawings, diagrams and blueprints.

Maintain physical condition appropriate to the performance of assigned duties which may include the following:

*walking, crouching, crawling, or climbing*

*moving tools and equipment*

*operating tools and equipment*

*lifting heavy objects.*

Effectively deal with personal danger which may include exposure to high electrical voltage.

Maintain effective audio-visual discrimination and perception needed for:

*operating assigned vehicles and equipment*

*reading and interpreting sketches, diagrams, and blueprints*

*reading and writing.*

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Four years of increasingly responsible building maintenance experience, including one year of lead supervisory responsibility.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by the completion of a formal apprenticeship program in one or more of the building trades.

#### **License or Certification Requirements**

Possession of, or ability to obtain, an appropriate, valid Mississippi driver's license.

Ability to acquire and maintain AOA driver's license; maintain secure SIDA area and sterile area and AOA security clearances and ability to acquire and maintain a Commercial Driver's License (CDL).

#### **Excellent Benefits include, but are not limited to:**

- \* Public Employees' Retirement System (PERS)
- \* Employer pays 100% of employees' medical, dental, life, long term disability and accidental death and dismemberment insurance.
- \* Employees earn vacation and medical leave on a monthly basis.
- \* Employees receive pay for 10 holidays and any other day proclaimed as a holiday.
- \* Educational Reimbursement available to all fulltime employees for educational expenses.

Please submit a completed copy of the following employment application to:

**Jackson Municipal Airport Authority**  
**Human Resources Department**  
**Post Office Box 98109**  
**Jackson, MS 39298-8109**  
**Fax: (601) 664-3514**  
**Email: [recruiter@jmaa.com](mailto:recruiter@jmaa.com)**  
**Acceptance deadline is **October 11, 2018****  
**EOE**

**\*\*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: <b>Maintenance Supervisor</b>	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.

APPLICATION FOR: MAINTENANCE SUPERVISOR

ADVERTISEMENT PERIOD: 9/27/2018 - 10/11/2018

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.

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  No

\_\_\_\_\_

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  No

\_\_\_\_\_

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

State any additional information you feel may be helpful to us in considering your application.

---



---



---



---

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

---



---



---



---

**Professional References:**

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.**



**Jackson Municipal Airport Authority**

**Human Resources Department**

**Post Office Box 98109**

**Jackson, MS 39298-8109**

**Fax: (601) 664-3514**

**Authorization to Release Employment Information**

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization and request you to release the information requested.

Please print all information legibly with black ink.

\_\_\_\_\_

Full Name

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Current Address

\_\_\_\_\_

Telephone Number(s)

(Day)

(Evening)

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date