AUBURN
Human Resources

Supv, Airport Line-Operations

Job Description

JOB INFORMATION

Job Code	EG33
Job Description Title	Supv, Airport Line-Operations
Pay Grade	TR12
Range Minimum	$42,120
33rd %	$49,140
Range Midpoint	$52,650
67th %	$56,160
Range Maximum	$63,180
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	9/11/2025 2:51:28 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Airport Line-Operations Supervisor is responsible for supervising the day-to-day operations of airport line service personnel and grounds maintenance crews, ensuring that the highest standards of customer service are met daily. Supervises the maintenance of airfield facilities and ground support equipment, as well as conducting fuel quality control testing. Oversees and renders aircraft services, such as fueling, towing, lavatory service, baggage handling, and de-icing on a large spectrum of piston and turbine engine aircraft. Coordinates with the Airport Operations Manager on the implementation of standard operating procedures, policies, and maintenance schedules. Assists airport management with special event planning and operational execution. The position would require working weekends, special events, and rotating on-call duty.

RESPONSIBILITIES

- Supervises airport line personnel and ground crew’s day-to-day operations, assigning and overseeing tasks to ensure safe and satisfactory completion. Conducts daily airport inspections and security patrols
- Adheres to Operations Manager's directives, ensuring job assignments are completed and followed by the team. Assists Operations Manager in apron safety management during special events. Assists and collaborates with management in special event planning. Assists Operations Manager in record-keeping and documentation.
- Coaches, trains, and mentors new employees to competently and safely perform their job duties.
- Oversees and assists with routine maintenance on airport grounds, runways, taxiways, and facilities. This work includes maintaining and performing light maintenance on the airfield lighting system, including light fixtures, regulators, and receivers/controllers. This also includes airfield grass cutting and landscaping operations, vegetation removal, grading and drainage work, with the use of tractors, rotary cutters, zero-turn mowers, front-end loaders, chainsaws, and other applicable equipment and tools. Ensures airport apron, shop, and storage facilities are in a clean, organized, and presentable condition at all times.
- Oversees and conducts general maintenance on airport equipment, such as fuel trucks, golf carts, UTVs, tractors, mowers, sprayers, blowers, string trimmers, chainsaws, compressors, and welders. Oversees and conducts routine maintenance on ground support equipment, such as the aircraft tugs, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles/vehicles.
- Oversees and assists with fuel quality control program, using field test, API gravity test, Hydrokit water test, FSII test kit, and Millipore Test. Performs oil changes, replenishes fluids, and follows the preventative maintenance schedule for airport vehicles and ground support equipment.
- Ensures standard operating procedures are implemented and followed. Assists Operations Manager in the development of standard operating procedures.
- Represents the Operations Manager when they are absent.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	6 years of	Experience in facility and/or ground maintenance. Experience in flight line is desired.	Or
Associate's Degree	Degree in no specific discipline.	and	4 years of	Experience in facility and/or ground maintenance. Experience in flight line is desired.	Or
Bachelor's Degree	Degree in no specific discipline.	and	2 years of	Experience in facility and/or ground maintenance. Experience in flight line is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of aircraft refueling procedures, including operating fuel trucks and associated components, measuring fuel quantities, conducting fuel quality checks, coordinating fuel shipments, communicating with flight school dispatch, and engaging with pilots and passengers.	
Excellent and effective communication skills in person, over the phone, over a radio system, and in written correspondence.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing					X	
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.