

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Maintenance Supervisor

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Manager

EFFECTIVE DATE: October 1, 2020

PAY LEVEL: 160 (\$41,506.28 - \$64,334.75)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Senior member of the airport maintenance team with knowledge in general maintenance as well as skilled work. This position is a working supervisor responsible for the maintenance of the Terminal Building and out buildings, as well as working closely with department management to ensure a safe, efficient and passenger friendly airport. Performs related duties as required.

EXAMPLES OF DUTIES: Ensures that the Terminal Building and out buildings are maintained and repaired as necessary to meet the needs of the airport, its tenants and the traveling public. Coordinate and schedules with with tenants to ensure that maintenance efforts have the least impact on their operation. Develops preventative maintenance programs which include: inspection, reporting, scheduling and final inspection for the areas within the scope of the position, as well as other areas as directed. Recommends purchases to department management based on established policy and procedure. Assists in the development of performance measurements as well as employee performance evaluation and other personnel issues.

QUALIFICATIONS: Graduation from an accredited high school or possession of an acceptable equivalency diploma. Ten (10) years experience in general trade work in one or more of the building trades; licenses in plumbing, electrical and/or HVAC desirable. Knowledge of the principles, procedures and equipment used in the maintenance and repair of airport buildings and facilities. Knowledge of employee motivational techniques and employee performance desirable. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.