

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** Serves as a Heavy Equipment Mechanic Shift Supervisor (Shift Supervisor) in the Equipment Maintenance Division (Division) of the Engineering and Maintenance Department (Department) at Washington Dulles International Airport (IAD), Metropolitan Washington Airports Authority (Airports Authority). Maintains continuous operation of the Heavy Equipment Maintenance Shop (Shop 1) on a 24/7 basis. Supervises the maintenance and repair of assigned equipment used at IAD and the Dulles Toll Road including, but not limited to, the Mobile Lounge fleet (Budd Lounges and Plane Mates), Jet Bridge fleet (including Passenger Conveyance Air units and Ground Power Units), public safety vehicles (fire response vehicles, ambulances, police and K-9 vehicles), “yellow” shop vehicles, Dulles Toll Road fleet, Shore Power Systems for the Mobile Lounge gates, and the Stationary/Portable Generator fleet.

The Shift Supervisor controls the work operations and supervises the skilled and semi-skilled subordinates of Shop 1, including Heavy Equipment Mechanics, Heavy Equipment Mechanics (Electrical), and Heavy Equipment Servicicers. Performs a full range of first level supervisory functions: work planning, work assignment and review, and administration. Primary emphasis is on accomplishment of daily operations in Shop 1. Performs related functions.

Planning of Work Coordinates with the Heavy Equipment Mechanic Supervisor (Shop 1 Supervisor), Heavy Equipment Mechanic Assistant Supervisor, and Heavy Equipment Planner/Scheduler in the planning and scheduling of all heavy equipment preventive maintenance and mid- and long-term maintenance and repair projects. Establishes deadlines and priorities on the basis of general work schedules, methods and policies established by higher levels of supervision. Coordinates scheduling of repair and maintenance work on equipment with other IAD shops. Determines how many assignments can be accomplished concurrently and which ones must be re-scheduled, the number and types of employees needed, the skill sets of the employees available to perform the work, and the availability of materials and equipment required.). Prepares itemized estimates for repairs, including parts, materials, and estimated labor hours, for submission and approval. Requisitions, and requests purchase of, equipment, materials, and supplies; may approve requisitions/purchases within unit. Develops special schedules for overtime and training; finds replacements for employees on approved and emergency absences by holding over employees from the previous shift or calling people from the overtime list.

Assignment and Review of Work Assigns work orders for repairs, special projects and recurring preventive maintenance activities; enforces work standards in terms of quality, quantity, priority, timeliness, teamwork, customer service, etc. Conducts shift meetings; discusses ongoing repair work, upcoming work orders and priorities, and makes assignments. Leads subordinate mechanics in troubleshooting unusual problems with equipment or vehicles being worked on in shop. Performs routine inspections of on-going repairs and projects and ensures the timely and accurate completion of repairs. Reviews work in progress and upon completion for usage of accepted trade practices and compliance with IAD Orders and Instructions (O&I), Virginia Department of Environmental Quality (DEQ) regulations, Occupational Safety and Health

Administration (OSHA), and Virginia Occupational Safety and Health Administration (VOSH) rules and regulations.

Administrative Actions Manages team and individual work performance. Explains and applies the basic features of established Airports Authority personnel programs, such as Equal Employment Opportunity (EEO); incentives and awards; promotion; and time, leave and overtime policies. Develops upcoming personnel schedules to maximize resources and minimize equipment downtime. Approves spot leave, ensuring that approved leave does not generate overtime; coordinates requests for overtime authorization with Shop 1 Supervisor. Rates performance of an assigned group of subordinates; counsels subordinates on minor infractions of rules; and recommends awards or disciplinary action as required. Recommends HR actions, such as cash awards, employee development, promotion, demotion, suspension, removal and non-disciplinary actions. Checks time sheets to ensure work is reported under the appropriate cost center and project numbers. Reviews training records and assigns subordinates as needed to required classes. Identifies additional training requirements based on subordinates' skill sets. Conducts, or assigns subordinates to conduct, equipment maintenance on-the-job training for new employees. Along with the Shop 1 Supervisor interviews and selects candidates for non-supervisory subordinate jobs.

Other Work Ensures the rules on safety, conduct and housekeeping are observed. Supervises and assigns snow operations performed by the Shop 1 related to the Dulles Access Highway Snow Team and the Interior Roads Snow Team. Reviews purchasing records and determines additional parts that should be stocked and stored for the IAD Main Warehouse and Shop 1 Sub-Warehouse. Advises Shop 1 Supervisor of repair complaints or maintenance preferences communicated by other IAD shops.

May assist Heavy Equipment Mechanics in responding to emergency calls, conducting complex diagnoses, or troubleshooting unusual problems with equipment or vehicles. Draws sketches and diagrams of completed systems, as necessary. Such work requires the use of shop tools such as, screwdrivers, wrenches, pliers, drills, hydraulic hoists, wheel balancers, brake lathes, battery chargers, calipers, micrometers, etc., to test/analyze and repair equipment; and computerized diagnostic machines, wheel alignment machines, engine analyzers, exhaust analyzers, etc., to test different electrical or mechanical components of equipment.

Drives a shop vehicle to airport locations, airside and landside, to investigate and discuss maintenance issues, and for other purposes. May test drive a vehicle being serviced in Shop 1 or operate Jet Bridges, mobile lounges, and other airport equipment, as necessary.

Communicates and interacts effectively with internal and external business contacts, including but not limited to, other members of the unit/team; other Airports Authority employees (such as managers, supervisors, professionals, and support staff); vendors/suppliers/manufacturers; airline representatives; and the general public.

Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process (light word processing only), manipulate data

(spreadsheets and databases), and conduct research (Internet use); and (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) specialty systems/software used in Shop 1 such as the Computerized Maintenance Management System (CMMS) and vehicle diagnostic software.

May substitute for the Shop 1 Supervisor or Assistant Supervisor in his/her absence.

\*Performs other duties as required and as assigned.\*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***

### **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Five years (post high school) of progressively responsible experience in the repair and maintenance of heavy mobile gasoline and diesel fueled equipment (e.g., construction equipment, buses, trucks, crash/fire equipment) including, but not limited to, (a) planning and scheduling maintenance projects; (b) repair and maintenance of electrical systems (up to 670V); (c) repair and maintenance of vehicle heating, ventilation and air-conditioning (HVAC) systems; and (d) repair and maintenance of auxiliary generators.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these five years of experience on a week-to-week basis.

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.
4. A Class B commercial driver's license (CDL) or ability to obtain a Class B CDL within 90 days of hire, promotion, or placement into the job.

### **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Previous lead or supervisory experience.

2. Possession of a valid Class B CDL.
3. Experience working safely in a trade in a warehouse, machinery room, shop, or equivalent work environment such as, but not limited to, working in a trade requiring prolonged concentration and attention to detail amid moving machinery, partially blocked or obscured vision, hazardous chemicals and waste, trip or fall hazards, or other types of trades or labor operations that require continuous situational awareness and alertness to continually changing circumstances and events.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry, or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of supervisory principles and personnel programs/practices, including EEO principles and requirements, to supervise subordinates (plan, assign, and review work); maintain productivity; control costs; explain the basic features of personnel programs such as equal employment opportunity and merit promotion; rate performance; initiate disciplinary actions; and carry out related programs.
2. Knowledge of, and ability to apply, Federal, state and Airports Authority safety rules, regulations, and procedures to supervise others in working safely.
3. Knowledge of mechanical, electrical, and/or hydraulic systems for different types of heavy equipment maintained and repaired by Shop 1.
4. Knowledge of electrical theory, the National Electric Code and the electronic principles used with various electronic/electrical controls on heavy equipment to evaluate the efficiency of substitutions or replacements and to ensure accepted trade practices are followed.
5. Knowledge of the principles and operating characteristics of heating and air conditioning units in mobile equipment (up to 15 tons), related HVAC controls, and electronic and mechanical mechanisms to ensure proper diagnosis and remedy of problems, to provide recommendations on the condition of HVAC and electronic/electrical systems of equipment maintained by Shop 1 in order to determine if replacements need to be made, and to ensure the performance of accepted trade practices.
6. Knowledge of Airport operations and procedures (O&Is) pertaining to the safe and effective maintenance of equipment.
7. Skill in problem solving to select, organize and logically process relevant information

(verbal, numerical or abstract) to solve a problem. This includes the ability to recognize problems and identify relevant information. Examples include determining skills sets required for repair work and assigning subordinates based on those skills; and evaluating personnel data (e.g., daily roster, overtime and leave approved, etc.) for completion of time and attendance cards.

8. Skill in oral communication to understand verbal information (including instructions, descriptions and ideas) and to express such information verbally so that others will understand. Examples include giving directions or providing training to subordinates; and communicating and coordinating with other Division or Department staff members to schedule maintenance work.
9. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. Examples include reading technical-operational materials (such as technical manuals) and administrative-programmatic materials (such as Airports Authority supply procedures), and writing briefly about similar types of matters.
10. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
11. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process (light word processing only), prepare presentations and graphics, manipulate data (spreadsheets and databases), and conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions; and (c) special systems/software used in Shop 1 such as CMMS and vehicle diagnostic software.

**RESPONSIBILITY** Is responsible for planning, assigning, and coordinating heavy equipment and other general or special purpose equipment maintenance and repair work during assigned shift in Shop 1 at IAD. Ensures the efficient and effective use of staff/materials/equipment, the adherence to safety procedures, IAD and manufacturer standards (for warranty compliance), and state inspection standards for equipment operation and performance. Reviews subordinates' work for quantity, quality, timeliness and customer service, and the condition of equipment.

Works independently on the shift resolving problems for which there are precedents. Assigns work to subordinates, coordinates with other IAD Divisions and Departments, and oversees assigned Shop 1 projects. Refers special requests/problems/issues to Shop 1 Supervisor and together resolve issues. Normally represents the highest level of Division supervision during the evening and weekend shifts.

**EFFORT** Work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/reports, etc.; however, requires some walking or moving about to visit other shops, Airport departure gates, and other work sites while investigating unusual incidents involving the heavy equipment. Occasionally stoops, bends or

otherwise positions self while working in hard-to-reach places or cramped areas while inspecting/repairing equipment. Frequently exchanges information by telephone and two-way radio to communicate with subordinates and other IAD employees; regularly uses a computer and other office equipment. Reviews technical manuals, diagrams, schematics and similar materials that contain small print. Operates a vehicle, landside and airside, using judgment in consideration of weather, traffic, and other factors.

**WORKING CONDITIONS** Works primarily in an adequately lighted, ventilated, and temperature-controlled shop office and equipment maintenance shop. Is sometimes exposed to dust, dirt, grease, unpleasant odors, and hazardous substances; noise from engines; and potential for slipping on oily surfaces. Takes care and wears safety shoes, and other protective equipment. May be exposed to all kinds of weather and noise from jet aircraft when investigating maintenance problems on the airfield.

**OTHER SIGNIFICANT JOB ASPECTS** Subject to holdover and recall on a 24-hour basis for essential services, repairs, and emergencies such as snow removal.