

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

FUNCTIONAL DUTIES Serves as Supervisor, Heavy Equipment Maintenance Shop in the Equipment Maintenance Division of the Engineering and Maintenance Department at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Supervises the heavy mobile equipment maintenance and repair of: structures and grounds equipment (runway sweepers, road tractors, dump trucks, cranes, backhoes, etc.), roadway and runway snow removal equipment (multi-function snow removal combination units, snow plows, snow blasts, runway brooms, high capacity fuel-fired snow melters, runway and roadway de-icers, etc.), and other general and special purpose equipment maintained by the Shop (light trucks, cars, farm tractors and mowing equipment, etc.) for the Airport. Performs related duties.

The Supervisor controls the work operations and supervises the employees of the group (Heavy Mobile Equipment Mechanic Leader(s), Planner/Scheduler, Heavy Mobile Equipment Mechanics, and Tools and Parts Attendant(s)) by performing a full range of supervisory functions: work planning, work assignment and review, and administration. Primary emphasis is on accomplishment of daily operations in the Shop, but responsibilities extend to mid- and long-term work planning for, and projects by, the group.

Planning of Work Participates with the Manager, DCA Operations and Maintenance (Equipment Maintenance Division) (Division Manager) in planning short- and long-range projects and coordinates replacement equipment requirements with the Division's Planner/Scheduler. Assures sufficient quality and quantity of materials and equipment for upcoming projects. Establishes deadlines and priorities on the basis of general work schedules, methods and policies established by higher levels of supervision.

Determines priorities and establishes deadlines on the basis of work order designation, degree of safety hazard, importance for airline operations, and emergencies. Determines which assignments can be accomplished concurrently and which ones must be delayed, the number and types of employees needed, the skills and personnel available to perform the work and the availability of materials and equipment required.

Consults with the shop planner on adjustments to preventive maintenance procedures and cycles and to ensure equipment and parts are available when needed.

Oversees Tool and Parts Attendant and an asset-based, formally inventoried, bar-coded shop warehousing function; participates and certifies cycle count inventories and approves system generated requisitions for replenishment based on usage.

Acts as a Contracting Officer's Technical Representative (COTR) and/or otherwise oversees the a number of small service and materials contracts.

Reviews or develops statements of work, specifications, and cost estimates and approves or submits requisitions for materials, services, and small recurring contracts as required.

Coordinates work with supervisors in other sections/divisions to ensure subordinate participation and support at appropriate times.

Establishes preventive maintenance schedule for the equipment serviced, including the lubrication, testing, general servicing, and cleaning of all shop equipment. Develops special schedules needed such as personnel schedules for overtime and training.

Assignment and Review of Work Assigns work orders and recurring preventive maintenance functions for heavy mobile equipment repair work through a subordinate Heavy Equipment Mechanic Leader to subordinate Heavy Mobile Equipment Mechanics, and Tools and Parts Attendant(s).

Inspects work in progress for proper procedures, materials, safety practices, that there are no problems with Shop equipment, and to ensure completion within assigned time frames. Inspects completed work for quality, quantity, timeliness, customer service, compliance with accepted trade practices, and compliance with orders, the rules on safety, OSHA, conduct and housekeeping are observed.

Administrative Actions Explains and applies the basic features of established personnel programs such as Equal Employment Opportunity (EEO); incentives and awards; merit promotion; and time, leave, and overtime policies. Handles informal complaints, resolves minor grievances, counsels employees on disciplinary matters, and develops documentation in support of removals and reprimands. Interviews and selects candidates for subordinate jobs. Evaluates performance and determines training needs. Performs and documents performance evaluations for subordinate employees.

Conducts training on new equipment, on safety procedures, and on proper use of materials and equipment including instruction in Environmental Protection Agency [EPA] regulations and Occupational Safety and Health Administration [OSHA], and Virginia Occupational Safety and Health [VOSH] Administration.

Uses a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching for parts or performance information and keeping up with technology); (b) enterprise systems/software (e.g., supply and procurement modules of Oracle) to requisition parts, to assist in budgeting, perform time and attendance, and other functions; and (c) specialty systems/software used in the Division such as the computer automated maintenance management system (CMMS) to prepare computer generated reports and maintenance management data for completed work requests (e.g., ensure work is reported under the appropriate cost centers and project numbers) and complete Safety Data Sheets (SDS).

Provides input to the Division Manager regarding the Shop budget including personnel requirements and justification(s) of need for the purchase(s) of parts and new equipment. Solicits prices from vendors and coordinates purchases for large inventory items, such as new tools and

shop equipment (such as hoists) for use by shop personnel.

Maintains state vehicle inspection station and records for the Shop. Ensures monthly and quarterly reports are submitted to Virginia State Police.

Coordinates with other divisions for work needed within the shop (such as maintenance of shop heating and air conditioning systems with the Utilities Division).

Other Work Occasionally assists journeymen equipment mechanics in responding to emergency calls, complex diagnoses or repair on equipment or vehicles being worked on in shop, and directing repairs (e.g., redesigns pneumatic and electronic controls). Draws sketches and diagrams of completed systems, as necessary. Such work requires the use of screwdrivers, wrenches, pliers, drills, hydraulic hoists, wheel balancers, brake lathes, battery chargers, calipers, micrometers, etc. to test/analyze and repair equipment; computerized diagnostic machines, wheel alignment machines, engine analyzers, exhaust analyzers, etc. to test different electrical or mechanical components of equipment; and special tools such as compression test gauges, oxygen-acetylene torches and various welding equipment and machining equipment to test, repair, and fabricate components for equipment serviced by the shop.

Keeps abreast of the heavy equipment maintenance trade. Evaluates the merits of new equipment, tools, and supplies for use in Shop. May locate sources for specialized equipment or materials and travels to vendor locations, as needed, to inspect equipment prior to purchase. May perform inventory of tools and equipment.

Drives a shop vehicle to various locations, airside and landside, to perform assigned functions (e.g., check work in progress, make service calls, meet with other supervisors to coordinate work schedules, discuss maintenance requirements). Informs supervisor of complaints or preferences of employees or customers. May test drive a vehicle being serviced in the Shop and other airport equipment, as necessary.

May provide advice/input to Airport management regarding procurement of new equipment.

May serve as Manager, DCA Operations and Maintenance (Equipment Maintenance Division) in that person's absence.

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/tenants, and airport users.

Uses two-way radio for communication with other Airport personnel including equipment and vehicle operators, Airport Operations, and other supervisors, as necessary.

Performs other duties as required.

MANAGERIAL AND SUPERVISORY DUTIES: In the context of area functions and

operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of Equal Employment Opportunity (EEO) principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

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 four 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 (5) years of repair and maintenance of heavy mobile gasoline and diesel fueled equipment (e.g. construction equipment, buses, trucks, crash/fire equipment) including mechanical, electrical, and hydraulic systems and components.
3. Class A Commercial Driver's License (CDL) with HazMat endorsement or ability to obtain one within 90 days of hire, promotion, or placement into the position.
4. Education, experience or training demonstrating 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.

PREFERRED QUALIFICATIONS (PQs)

The qualifications listed below (if any) are preferred and may be considered in the selection

process, but are not required to be rated qualified for this job.

1. Class A Commercial Driver's License (CDL) with HazMat endorsement.
2. Experience maintaining and repairing heavy equipment including crash/fire equipment, construction equipment, snow removal equipment, buses, trucks, police and passenger cars for a public or government entity.
3. Five (5) years' experience in large-hub airport airfield and runway snow removal operations.
4. Environmental Protection Agency (EPA) Refrigerant Type 1 (Small Appliances) and Type 2 (High-Pressure) Certification; certification by the National Institute for Automotive Service Excellence (ASE) as an ASE mechanic; and Automotive Service Education Program (ASEP) Certification.
5. Licensed by the Commonwealth of Virginia as a State Safety Inspector.

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. *Any local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job; ability to rapidly acquire them is required at application/placement.*

1. Knowledge of supervisory principles and personnel programs/practices, including EEO principles and requirements, to supervise subordinate (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 heavy industrial, commercial and light automotive equipment to supervise Heavy Vehicle Maintenance Mechanics in the maintenance, troubleshooting, and repair of various systems, subsystems, assemblies and parts of a wide variety of vehicles. This includes the mechanical makeup, operating characteristics (fluid level/viscosity, water temperature, fuel engagement/flow, allowable friction levels, etc.) and relationships for diesel, multi-fuel, and gasoline engines (supercharged and turbocharged); automatic and manual transmissions and gear reduction systems (torque converters, planetary gears, and more than one gear range); drive line assemblies (differentials, power dividers, and dual speed axles); hydraulic lifting, loading, turning and positioning systems (mechanical, hydraulic, and pneumatic controls) and HVAC systems.
3. Skill at the journey level as a heavy equipment mechanic exhibiting the:
 - Skill to apply mechanical knowledge in the above areas in order to maintain, troubleshoot and repair heavy mobile equipment; to identify potential and immediate deficiencies and to take corrective action as may be appropriate to the circumstances.

- Skill in interpreting technical manuals, illustrations, specifications, diagrams, schematics, parts catalogues and similar guides (showing the complete assembly of engines and transmissions, and the layout of hydraulic systems with related pneumatic, electrical, and mechanical connections and controls) and similar guides, including on-line computerized information systems, to troubleshoot breakdowns, service, and make repairs and modifications.
 - Skill in using hand and power tools and equipment such as hydraulic hoists, wheel balancers, torches, arc and Metal Inert Gas (MIG) welders, and metal cutting, grinding, and machining equipment in order to make adjustments and repairs.
 - Skill in measuring, fitting, and installing a wide variety of components, such as pistons, valves, bearings, gears, and cylinders, to tolerances that are specified in manuals, or instructions that must be garnered from other sources. Applies skill in connecting, meshing, aligning and adjusting components to typically close tolerances in order to maintain the effective operation of the individual systems and the complete vehicle.
 - Skill in using diagnostic and test equipment (electrical, electronic, light, and pressure) in order to understand and to interpret the results of engine analyzers, exhaust analyzers, vacuum and fuel pump testers, injector testers, ignition timers, tachometers, ammeters, ohmmeters, manifold gauges, and similar devices.
4. 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 subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include skill in diagnosing and remedying problems such as the effect of substitutions on a piece of equipment being worked on, providing recommendations on the condition of equipment maintained by shop in order to determine if replacements need to be made, and reviewing the performance of accepted trade practices.
 5. 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 training to subordinates and exchanging information with Airport Operations or business contacts.
 6. Skill in estimating amounts and cost-out supplies and equipment for the Heavy Equipment Maintenance Section to assure adequate inventory and to assist in budget planning.
 7. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching for parts or performance information and keeping up with technology); (b) enterprise systems/software (e.g., supply and procurement modules of Oracle) to requisition parts, to assist in budgeting, perform time and attendance, and other functions; and (c) specialty systems/software used in the Division such as the computer

automated maintenance management system (CMMS) to prepare computer generated reports and maintenance management data for completed work requests (e.g., ensure work is reported under the appropriate cost centers and project numbers) and complete Safety Data Sheets (SDS).

8. Knowledge of Federal, state and/or Airports Authority safety rules and procedures to work safely and ensure that subordinates work safely.
9. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
10. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and in written communication to express such information in writing so that others will understand. Examples include reading technical-operational materials (such as technical manuals, maintenance schedules, and work orders) and administrative-programmatic materials (such as Airports Authority supply procedures), and writing briefly about similar types of matters, such as closing out work orders and completing Material Safety Data Sheets (MSDS).

RESPONSIBILITY Is responsible for planning the most efficient and effective use of personnel, materials and equipment, assuring that safety procedures are employed at all times, and adhering to Airport standards, manufacturer standards (for warranty compliance), and State inspection standards for equipment operation, performance and forms reporting. The Manager, DCA Operations and Maintenance (Equipment Maintenance Division) approves large projects and budget data and provides work orders or verbal assignments. Work is typically reviewed in terms of overall employee performance, quantity, quality, timeliness, customer service, teamwork, adherence to guidelines, and other factors, including specific performance management requirements.

EFFORT Sits while doing shop paperwork and stands or stays in one position, walks or otherwise moves about for long periods while inspecting work. Occasionally stoops, bends or otherwise positions self while working in hard-to-reach places or cramped areas while inspecting/repairing equipment. Reviews technical manuals, diagrams, schematics and similar materials that contain small print. Communicates by telephone and two-way radio regularly to communicate with subordinates and other Airports Authority personnel. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in Equipment Maintenance Shop and Shop office. Is sometimes exposed to dust, dirt, grease, unpleasant odors, and hazardous substances; noise from engines; possible burns from caustic chemicals or heated engine components; and potential for slipping on oily surfaces. Takes care and wears personal safety gear and takes safety precautions when working in shop area or on/near equipment.

OTHER SIGNIFICANT JOB ASPECTS Subject to hold-over and recall on a 24-hour basis for essential services and emergencies such as snow removal.