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ASSISTANT AIRPORT SUPERINTENDENT SERIES

Series Definition:

This series includes all classes of positions the duties of which involve assisting an Airport Superintendent in managing the operation and maintenance of public airports in an air transportation facilities district by directing and controlling assigned major functional areas through subordinate supervisors, performing technical staff studies relevant to all management functions and resources, serving as liaison in dealing with airline personnel, concessionaires, the general public, other government officials, and others, and providing relief in the absence of the Airport Superintendent. While organizationally subordinate to an Airport Superintendent, the incumbent of a position in this series may be administratively assigned to various functional areas-at the divisional level or another district for purposes of staff development.

District airport management involves various functional areas. These include the operational maintenance of buildings, grounds, air craft operating areas and related equipment; property management services, security and fire safety, information and traveler assistance services, general oversight of development and improvement projects, administrative housekeeping processes, and representation of program interests in dealing with government agencies and officials, and private groups and individuals. Technical knowledge of airport operations and maintenance, and knowledge, skills and abilities in supervision of others are required. A position of Assistant Airport Superintendent is established for the performance of needed management assistance as well as staff development in pertinent knowledge, skills and abilities.

Levels in this series are distinguished on the basis of various combinations of the following factors:

1. Scope and Variety of Duties and Responsibilities.
2. Nature of Supervision Received.
3. Nature of Supervision Exercised.

4. Nature and Scope of Recommendations.
5. Nature of Personal Work Contacts.
6. Knowledge, Skills and Abilities Required.

This is the first specification for the new ASSISTANT AIRPORT SUPERINTENDENT SERIES.

DATE APPROVED: 6/14/78 /s/ Donald Botelho
DONALD BOTELHO
Director of Personnel Services

ASSISTANT AIRPORT SUPERINTENDENT I 2.111
(ASSISTANT AIRPORT SUPT I)

Duties Summary:

Serves in a trainee capacity, receiving on-the-job training in the fundamental aspects and organization of airport management; and performs other duties as required.

Distinguishing Characteristics:

This is the entry-trainee level class designed to provide an introduction to the legal basis, goals, objectives and organization of the air transportation facilities program and its relation to the overall State transportation program. An understanding of program functions and their interrelationships, including communication channels and standard processes, is to be acquired. Work assignments are well-defined and results desired are specified in detail. Advice and assistance are readily available and detailed review is made for accuracy.

Examples of Duties:

Attends orientation and training sessions; studies and becomes familiar with available guidelines and references including State laws, statements of goals and objectives,

policies, functional statements, organizational charts, and other materials; meets with appropriate personnel and officials in the departmental hierarchy for briefings and other purposes; observes various operations and may participate in a trainee capacity; performs routine tasks in compiling data, making comparative analysis between current and past data, preparing simple statistical reports, and other assignments; confers with training coordinator on progress and prepares written reports on training and insights gained.

Knowledge and Abilities Required:

Knowledge of: General principles of public administration; report writing; statistics.

Ability to: Learn the basic concepts, including applicable laws, rules, regulations and policies, and the organization of the air transportation facilities program; read, comprehend and analyze tabular and graphic material associated with program operations in various functional areas; follow oral and written instructions; maintain effective working relationships with others; formulate ideas and present them clearly and concisely, orally and in writing.

ASSISTANT AIRPORT SUPERINTENDENT II
(ASSISTANT AIRPORT SUPT II)

2.112

Duties Summary:

Receives training and performs a variety of simple to moderately difficult work assignments relative to functional areas at the divisional level; and performs other duties as required.

Distinguishing Characteristics:

This is the advanced trainee-level class characterized by more detailed training in the activities and work processes of functional areas at the divisional level, and selected assignments in the areas of budgeting, property management and personnel management. Work assignments are covered by detailed directives, instructions and procedures, and strict conformance is required. Routine and regularly assigned work is performed in

a planned sequence after preliminary instructions, and detailed review is made for accuracy and completeness except on the most routine and repetitive operations.

Examples of Duties:

Attends training sessions, briefings, and staff meetings; studies and becomes familiar with detailed procedure manuals, contracts, evaluation reports and other materials; reviews documents for completeness and correctness relative to budget requests and preparation, property management terms and conditions, personnel processes and transactions, etc.; gathers data from established sources and makes simple comparative analysis; may review simple problem situations and suggest alternative solutions; gives and secures information of purely factual character which can be easily conveyed and understood; confers with training coordinator on progress and prepares written reports on training and insights gained.

Knowledge and Abilities Required:

Knowledge of: General principles of public administration; report writing; statistics; basic concepts, including applicable laws, rules, regulations and policies, and the organization of the air transportation facilities program.

Ability to: Learn the concepts and organization for personnel management, fiscal management and property management of the air transportation facilities program, including procedures and forms; review various documents for completeness and correctness; collect data and perform simple comparative analysis; convey factual information orally and in writing, and deal effectively with others.

ASSISTANT AIRPORT SUPERINTENDENT III
(ASSISTANT AIRPORT SUPT III)

2.113

Duties Summary:

Performs moderately difficult work relative to functional areas at the divisional and district level; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the performance of moderately difficult work in administrative processes primarily in fiscal management, property management and personnel management with appropriate formal training as necessary, and assignments in operations and maintenance. Assignments require knowledge of a major functional area and operational relationships of a complete system. Regular assignments are made without instructions. Supervisor controls new assignments and provides and explains new instructions or changes in existing instructions. Work is reviewed upon completion for adequacy of final results.

Examples of Duties:

Reviews operating situations and pertinent background and documents; prepares staff studies of moderate scope and complexity including determining and gathering pertinent facts, performing analysis, deriving conclusions and recommending alternative actions; gives and receives information on problems requiring some explanation and interpretation of facts; participates in staff conferences to orally provide results of studies; makes field visits to airports, and observes and participates in operational processes; may serve as management relief on an assigned shift, including making decisions on problems within the framework of normally recurrent operations, and explaining to other employees routine methods and prescribed procedures; confers with training coordinator on progress and prepares reports on training and insights gained.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, knowledge of concepts and organization for personnel management, fiscal management and property management, including procedures and forms; and ability to perform staff studies of moderate scope and complexity, learn office services, security and fire safety, maintenance and related methods and procedures, and learn principles and practices of supervision.

ASSISTANT AIRPORT SUPERINTENDENT IV 2.114
(ASSISTANT AIRPORT SUPT IV)

Duties Summary:

Performs complex work, including operations management relief, at the district and divisional level; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the performance of complex work in administrative processes primarily in operations and maintenance, crash fire, office services, general aviation, program evaluation and visitor information with appropriate formal training as necessary, and operations management relief relative to the details of functions and the management of activities with particular emphasis in administrative requirements and procedures, operations, maintenance services, security and fire safety. Assignments require knowledge of various functional areas and their interrelationships. Difficult technical and administrative problems arising in the course of work are discussed and mutually analyzed with the supervisor, but within the framework of normally recurrent operations, makes decisions on problem cases where interpretations and applications of well-defined administrative rules and regulations have the effect of finality. Major work results are examined for soundness of technical judgment and for general effectiveness and adequacy with respect to governing policies and procedures.

Examples of Duties:

Reviews operating situations and pertinent background and documents; prepares staff studies of significant scope and complexity including determining and gathering pertinent facts, performing analysis, deriving conclusions, and recommending alternative actions; gives and receives information on problems of a controversial nature necessitating explanation and interpretation of facts and involving implication and inference as well as explicit statement; meets with concessionaires and others to obtain understanding and cooperation relative to operational problems; makes decisions on problem cases and initiates actions which affect various organizational units; assigns work to assigned subordinates, solving problems arising

in the course of the work and reviewing completed work for adequacy and compliance with instructions and procedures; investigates complaints and accidents connected with airport operations; confers with training coordinator on progress and prepares reports on training and insights gained.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, knowledge of office services, security and fire safety, maintenance and related methods and procedures, and principles and practices of supervision, and ability to perform staff studies of significant scope and complexity, supervise the work of others and deal with others to secure understanding and cooperation.

ASSISTANT AIRPORT SUPERINTENDENT V
(ASSISTANT AIRPORT SUPT V)

2.115

Duties Summary:

Assists in managing all areas of airport district functions including serving as regular relief and representative of the Airport Superintendent in dealing with federal, state and county agencies, airport tenants, airport staff, travelers and others; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the performance of the full range of work in assisting in the management of an airport district. A comprehensive knowledge of the air transportation facilities program and processes is required, as well as knowledge, skills and abilities of supervision. Administrative and complex technical problems arising in the course of the work are discussed and mutually analyzed with the supervisor, and may include reference to staff personnel as resource. Independently applies procedures, precedents, practices and methods to standard technical situations, and major work results are examined for soundness of judgment and for general effectiveness and adequacy with respect to governing policies and procedures. Plans and organizes work, assigns and reassigns staff, and serves as

reference on substantive problems with responsibility for quantity and quality of output.

Examples of Duties:

Plans and organizes work projects, and directs completion through subordinate supervisors; directs and controls assigned functional areas of operations, maintenance, security, fire safety, etc.; conducts inspection of airports to maintain compliance with Certification Standards; recommends improvement of airport operations and maintenance; maintains liaison with and coordinates assigned operational matters with airlines, concessionaires, federal, state and county agencies, vendors and others; assists in managing the use of airport terminal, field and parking facilities; assists in preparing and approving various operational reports; interprets and enforces pertinent rules and regulations.

Knowledge and Abilities Required:

In addition to knowledge and abilities at the next lower level, knowledge of airports management functions, organization and guidelines, and ability to assist in planning, organizing, staffing, directing and controlling airport operations and maintenance.