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Class Specification
for the Class:

AIRPORTS CONSTRUCTION & MAINTENANCE SUPERINTENDENT
(AIRPORTS CONSTR & MTNCE SUPT)

Duties Summary:

Manages the repair and maintenance program for the largest State airport district; plans and directs the statewide maintenance of crash fire rescue vehicles and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for planning, organizing, directing and coordinating the maintenance and repair program for the State's busiest and most complex airport district which includes the State's largest and most complex airport and administering the program for the repair and maintenance of crash fire rescue equipment and vehicles throughout all airport districts in the State. In conjunction with the above, the class reflects the development of policies, rules and procedures to assure the maintenance and repair of equipment, buildings, grounds, airfields and related systems and structures in the assigned district in conjunction with divisional requirements and federal mandates and the development of contract specifications for service maintenance of specialized mechanical, power and related equipment and the administration of such service maintenance contracts.

The work also includes planning and directing construction and alteration projects related to repair and maintenance requirements and coordinating the repair and maintenance program operations with engineering staff located elsewhere which is responsible for major new construction and alteration activities.

The position in this class works under the general direction of the Oahu District Airports Manager and within the framework of laws, divisional and district policies and Federal Aviation Administration (FAA) requirements. Broad latitude is given for independent action in committing the program to courses of action and final determinations are made by the position in this class on all matters relating to service maintenance contracts including the approval of payments. The position in the class directs and manages program operations through several layers of supervisors of a staff of varied skilled, semi-skilled and unskilled workers operating on a 24-hour shift basis. The program also requires the services of a staff of professional and technical (inspectional) personnel.

Examples of Duties:

Plans, organizes, directs and reviews extensive repair and maintenance projects through subordinate layers of supervisors for the State's largest and busiest airport district; conducts project budgeting and program control; develops, reviews and implements operational and work procedures and policies; formulates policies for the program consistent with divisional, district and departmental requirements and sees to their implementation; directs the statewide maintenance and repair of crash fire rescue equipment and vehicles and coordinates such services with all airport superintendents throughout the State; develops procedures, determines work priorities and makes broad work assignments; coordinates ongoing repair and maintenance activities of subordinate staff and with other professional engineering personnel and their contractors for major construction and alteration projects, private industry and the public; continually evaluates operations to assure conformance with FAA regulations and requirements; develops long-range objectives and determines appropriate means of accomplishing them; plans projects and operations for the most efficient and effective use of available personnel, material, equipment and funds; prepares and justifies the budget; supervises the development of and develops specifications for service maintenance contracts, oversees their administration, resolves problems arising from them and authorizes payments; reviews operational, organizational and functional distributions and develops new configurations; engages in personnel management activities such as the establishment and maintenance of standards of performance, work evaluation, application of motivational and disciplinary measures as required, and development and implementation of training activities; recommends the selection of staff; initiates requests for personnel action; reviews and approves purchase requests for materials, supplies and equipment; assists neighbor island districts in the purchase of specialized airport equipment; reviews and prepares operational reports and correspondence; maintains liaison with the FAA, Air Force, other State agencies, utilizing companies servicing the district, county agencies, air carriers and other tenants.

Knowledge and Abilities Required:

Knowledge of: Construction and maintenance operations, methods and practices relating to facilities and structures; knowledge of trades practices, procedures, equipment, materials in building maintenance, repair and construction; practical knowledge of civil engineering practices; applicable building, mechanical, electrical, fire and safety codes and requirements; techniques and methods for estimating the cost of labor, equipment and materials; principles and practices of supervision; principles and techniques of administration and management.

Ability to: Plan, organize and direct comprehensive repair, maintenance and construction activities of the State's largest airport district; formulate policies and procedures and see to their proper implementation; supervise professional, skilled, semi-skilled and technical workers through subordinate supervisors; review and analyze the assigned organization and operating practices and make improvements, effect savings, increase production, organize staff and delegate authority to take action; plan and justify budgets; develop long, medium and short range objectives and develop plans and procedures to meet such objectives; anticipate program needs and problems; oversee construction and maintenance operations in sequence from initiation to completion; mobilize personnel and equipment; oversee the inspection of construction, maintenance and repair workmanship and production; estimate costs of labor, materials and equipment; comprehend complex operational problems quickly, reach a decision promptly and take timely corrective or implementing action; comprehend fiscal procedures and reports, legal contracts, warranties and guarantees; develop plans and specifications for service maintenance contracts; resolve a variety of problems; deal effectively with professional, administrative and operational personnel of other State agencies, jurisdictions, industrial representatives, applicable unions and the public; prepare reports, staff studies and work guidelines; and communicate effectively orally and in writing.

This is the first class specification for the new class AIRPORTS CONSTRUCTION & MAINTENANCE SUPERINTENDENT.

Effective Date: June 16, 1978; transferred to EMCP effective 4/16/84.

DATE APPROVED: 3/27/84

/s/ James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services