

**NIAGARA FRONTIER TRANSPORTATION AUTHORITY  
JOB OPPORTUNITY NOTICE**

**December 15, 2023  
Job #149-23-N**

**TITLE: AIRFIELD SUPERINTENDENT**  
**DEPARTMENT: AVIATION**  
**UNION: NON-REPRESENTED**  
**SALARY: \$82,854 - \$124,279**

**WORK OBJECTIVE**

This position has overall responsibility for administrative, technical, and supervisory work in the airfield operations of the Buffalo Niagara International Airport. An employee in this classification performs a variety of important duties in developing and carrying out programs, including the exercise of independent judgment, when necessary, in the establishment, interpretation, application and enforcement of airport regulations, policies, safety, and security procedures to ensure effective passenger, cargo, general aviation, and public services. Work is performed under the general direction of the Director, Aviation, reports directly to the Deputy Director, Aviation. Assignments and instructions are received orally or in written form from the Director or Deputy Director, Aviation and work performance is reviewed through personal consultation, written reports and observation of results obtained.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Plans, directs, and coordinates activities and personnel involved in the airfield operations, airfield electrical, fuel farm, equipment maintenance, and airport landscape services departments.
- Maintains and updates Airport Certification Manual and ensures compliance with FAA Title 14, Code of Federal Regulations (CFR), Part 139 (14 CFR Part 139) certification requirements for airports.
- Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination, and promotion of staff.
- Overall responsibility for airfield related planning and programming; issues notices and pilot advisories as necessary.
- Prepares the operating and capital improvement budget.
- Establishes and implements work priorities, tracks trends, and reports maintenance and operations performance indicators monthly against goals.
- Perform additional duties as required.

**KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of air terminal facilities, airfield operations area, maintenance procedures, techniques, and Public Employee Safety and Health Bureau (PESH) safety and health standards. Knowledge of property management methods and techniques and tenant relationships. Knowledge of the laws, rules, and regulations applying to the use of airport facilities and control of air traffic. Knowledge of standard record keeping practices related to airport activities.

Knowledge of the rules and regulations of the U.S. Department of Transportation and Federal Aviation Administration as they apply to Part 139 Commercial Service, air cargo and general aviation operations at airports. Knowledge of the principles, practices and procedures of public and business administration as applied in a large organization. Ability to plan, assign, review, and supervise the work of employees performing diversified maintenance and operational functions in a manner that will affect maximum utilization of personnel, equipment, and materials. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with tenants, vendors, and customers utilizing the BNIA facilities.

## **MINIMUM QUALIFICATIONS**

A bachelor's degree in business administration or aviation-related field, and five (5) years' experience in commercial service, general aviation, and aircraft cargo operations at a Part 139 certificated airport. Experience in airport facilities operation and maintenance procedures. Proven experience in airfield snow removal. An equivalent combination of education, training, and experience may be substituted for the qualifications listed above.

## **PHYSICAL REQUIREMENTS**

The majority of work occurs in a normal office environment. The remaining job duties may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (10-50 pounds). In addition, the incumbent may be exposed to adverse weather conditions, moving equipment and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions. In addition, the incumbent may be exposed to toxic fumes and high noise levels when performing duties out of doors.

## **ENVIRONMENTAL REQUIREMENTS**

Requires capability of performing essential functions in both indoor and outdoor environments in all weather conditions. A high percentage of work is performed in an office type environment, but on occasion, employee is exposed to heat, cold, smoke, dust, fumes, motorized equipment, and high noise levels.

## **TO APPLY:**

Send NFTA employment application, resume and cover letter **specifying the job number 149-23-N to:**

NFTA Human Resources

181 Ellicott Street

Buffalo, NY 14203

Or email to: [application\\_intake@nfta.com](mailto:application_intake@nfta.com)

**Application Deadline: January 12, 2024**

**POST:** 12/15/2023

**REMOVE:** 01/12/2024

*The Niagara Frontier Transportation Authority is an Equal Opportunity Employer*