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# Example of Airport Supervisor Job Description

Our company is hiring for an airport supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for airport supervisor

* Develops and publishes compliance communications in coordination with Safety Team
* Ensures appropriate monthly staffing authorization to cost effectively meet customer needs
* Supervises and Provides station subject matter expertise in outsourced lines of service including Cabin Appearance, Janitorial, Cargo, Fueling, Lobby Services, Unaccompanied Minor, Wheelchair, Security, Skycap, Bussing and any additional outsourced services as directed
* Supervises the administration of vendor operational performance and adherence with United and governmental requirement
* Performs local reconciliation process and makes sure it’s in compliance and administered for proper payment of invoices in accordance with contract elements
* Participates in development and implementation of procedures designed to reduce costs or improve service quality provided by service partners
* Tracks vendor performance within station and responsible for communicating to station leadership and Vendor Planning
* Communicates regarding station specific and system driven changes including, but not limited to, flight schedules, seasonal planning, volume forecasts, SOP updates
* Participates in regularly scheduled performance reviews with suppliers to review performance against goals and Service Level Agreements
* Responsible for reviewing customer and reliability metrics, setting locally required goals and developing a foundation for ensuring operational success

## Qualifications for airport supervisor

* Electrical, HVAC Universal License, or Plumbing License STRONGLY preferred
* Preference for 5+ years’ experience in the area of airport maintenance services, HVAC, electrical or plumbing
* Understanding of PLC Control systems a plus
* Minimum two (2) years management experience, managing a minimum of 5 people
* Minimum five (5) years technical experience
* Knowledge of managing a maintenance program using CMMS (Maximo knowledge is a plus)