



Career Opportunity

Memphis-Shelby County Airport Authority

Job Title: General Aviation Supervisor (EXEMPT)
Deadline to Apply: **Wednesday, June 6, 2018**
Salary: \$71,909 - \$79,899
Job Number: 0518-GAGAS-08

About the Job

- Responsible for supervising all maintenance, alteration and modification of all airport structures, equipment, grounds, and facilities at the general aviation airports. Assists in the overall administration of the FBO services.

Responsibilities

- Supervises assigned personnel and ensures work is performed in a safe, correct and efficient manner. Performs airfield inspections to include navigation aids, lights, drains, and electrical equipment. Makes minor repairs as needed.
- Safely fuels and tows aircraft to and from hangars using proper techniques including hangar stacking in common use hangars.
- Coordinates construction performed by tenants and contractors at both GA Airports. Works cooperatively with design, engineering, and service consultants.
- Works cooperatively with the Property and Finance Divisions in the preparation of lease and contract agreements, billing and accounts receivable.
- Assists in developing and maintaining the GA budget. Uses written and verbal communications skills to order and inventory all equipment and supplies.
- Assists in ordering and managing the sale of aviation fuel to the flying public. Ensures staff is properly trained on fueling, storage and handling procedures.
- Responsible for ensuring customer service activities, fueling operations, aircraft towing, rental car operations, and credit card procedures are conducted in a professional, courteous and effective manner by all GA staff. Implements procedures to ensure cash accountability.
- Initiates and maintains preventative maintenance programs. Uses written communication skills to keep records on all maintenance performed.

Requirements

Bachelor's degree / equivalent in Business, Construction Management or related field. Requires five (5) years of construction, maintenance, FBO or relevant airport experience, knowledge of aviation fueling, building and grounds maintenance. Must have good written and verbal communication skills, knowledge of HVAC equipment and maintenance, and preventative maintenance programs. Requires excellent customer service skills.

How to Apply

Email application and resume to Apply@flymemphis.com. Applications can be located on our website at www.flymemphis.com.

Or

Send completed applications and resumes to:

Mailing address: Memphis-Shelby County Airport Authority
Attention: Human Resources
2491 Winchester Road, Suite 113
Memphis, TN 38116



We are committed to a Drug Free Workplace. All job applicants and employees are subject to drug testing and a fingerprint-based criminal history check.

****WE ARE AN EQUAL OPPORTUNITY EMPLOYER**
EOE, M/F, D/V**