



Airport Operations Supervisor



The New Orleans Aviation Board (NOAB) oversees the operation of the Louis Armstrong New Orleans International Airport and the Downtown Heliport as an unattached board of the City of New Orleans. The nine member board is appointed by the Mayor of New Orleans.

Armstrong International serves over 11 million passengers annually with 15 airlines to 57 non-stop destinations. The NOAB has annual revenues of \$115 Million and has a \$1 Billion Capital Improvement Program underway, including the construction of a new 35-gate terminal facility.

Louis Armstrong New Orleans International Airport is the gateway to one of the top travel destinations in the world – New Orleans. Conveniently located 15 minutes from downtown and the historic French Quarter, Armstrong International is poised for the future as the Airport of the Gulf South providing safe, first class customer service to travelers from around the world.

Description

An entry level position that is responsible for the performance of airfield, perimeter, terminal and grounds inspections. The Airport Operations Supervisor works rotating shifts including nights, weekends, and holidays. General responsibilities include but not limited to the enforcement and compliance with Federal Aviation Regulation Part 139, Transportation Security Regulation 1542, other federal regulations, airport system rules, policies, procedures, leases and agreements. The incumbent will provide customer service to airport users, coordinate with airport tenants and customers in the resolution of concerns, and coordinate after-hours maintenance and/or monitor emergency repairs to critical equipment and infrastructure.

Responsibilities

- Responsible for the day-to-day airside and terminal operations at a medium hub sized airport by ensuring adherence to Federal, State, and Local rules and regulations.
- Interprets New Orleans Aviation Board policies and procedures to the general public and tenants.
- Renders advice and information to the public on matters pertaining to the terminal facilities and services.
- Performs detailed daily inspections of both airside and terminal facilities.
- Reports airside and terminal discrepancies and initiates corrective action as required.
- Compiles, maintains, and reports daily shift activities in the Airport Safety and Operations Compliance System (ASOCS).

- Recognizes safety and security concerns as defined by the Airport Certification Manual and affecting air carrier operations.
- Issues NOTAMs as required for changing airfield conditions.
- Coordinates and monitors daily construction activities on the airfield.
- Responds to all Airport emergency situations and performs additional duties as assigned or required.
- This position is considered essential during natural disasters or other declared emergency situations, and incumbent will work rotating shifts.
- Performs such other duties and responsibilities as assigned.

Experience and Traits

Required

- Graduation from an accredited college or university with a Bachelor's Degree in Aviation Management, Aviation Technology, Airport Management or a related field.
- A valid driver's license which must be presented at the time of application
- Note: Applicants must be eligible for coverage under the Airport's auto liability insurance policy. This position requires a one (1) year probationary period.

Compensation/Benefits

- Salary: \$39,893.00 annually.
- Excellent health and life insurance, vacation and sick leave, paid holidays, and retirement benefits.

Application Process

Mail or Email Resume and Cover Letter to:

New Orleans Aviation Board

ATTN: Renee Brunt, Human Resources Manager

P.O. Box 20007

New Orleans, LA 70141

reeneb@flymsy.com

Application deadline: Until Withdrawn

Louis Armstrong New Orleans International Airport is an Affirmative Action/Equal Opportunity Employer

Confidentiality Disclaimer

Applicants are hereby notified that applications for public employment in Louisiana are "public records", and are subject to disclosure under La. R.S. 44:1 et seq. and La. Const. Article 12. Section 3.

NOAB and TSA regulations for this position require a ten-year personal, criminal and employment background check.