

**NIAGARA FRONTIER TRANSPORTATION AUTHORITY
JOB OPPORTUNITY NOTICE**

**July 28, 2021
Job #096-21-N**

RE: OPEN POSITION FOR ASSISTANT AIR TERMINAL SUPERINTENDENT

TITLE: Assistant Air Terminal Superintendent
BRANCH: Aviation
SALARY: Grade 3 (Starting \$69,637)
UNION STATUS: Teamsters 264

WORK OBJECTIVE:

This position is responsible for administrative and supervisory work in the overall maintenance & operation of the Buffalo Niagara International and Niagara Falls International Airports. An employee in this classification performs a variety of important duties in carrying out programs, including the exercise of judgment when necessary in the interpretation, application and enforcement of airport regulation, policies, security and procedures to ensure effective passenger and public services. Work is performed under the direction of the Airport Terminal Superintendent. Assignments are made orally or in writing. Work performance is reviewed through observation of results obtained, conferences and periodic reports or evaluations. The incumbent will be expected to work any shift at the discretion of the Manager.

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.

- Supervises, evaluates, coaches, mentors, trains, disciplines and motivates subordinate staff.
- Assists in planning the overall maintenance and custodial efforts for the airport terminal building.
- Performs analytical administrative duties to include comprehensive reports and daily logs.
- Serves as liaison with airport tenants and concessionaires to determine and satisfy facility requirements.
- Performs inspection of airport facilities as required.
- Routinely interacts with the public and provides assistance as needed.
- Acts as Airport Terminal Superintendent during his/her absence.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of personnel management practices and customer service principles. Knowledge of and experience in administration and interpretation of collective bargaining principles. Must possess skills in exercising a high degree of judgment, discretion and decision making necessary to achieve organizational objectives. Ability to communicate effectively, both orally and in writing with an emphasis on tactfulness and diplomacy in order to maintain effective working relationships with airport tenants, concessionaires, customers and employees. Ability to effectively multi-task while working in a fast-paced environment.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in business management or a related field, and a minimum of five (5) years' experience directly supervising others, working in customer relations, and in building maintenance and operations, or an equivalent combination of education, training, and experience. Airport or airline operations experience preferable. Must be able to obtain and maintain a SIDA badge/ US Customs and Border Protection Seal. Must successfully pass testing in Basic Microsoft Word and Basic Microsoft Excel. Must possess working knowledge of Microsoft Access software.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to walk 90% of time during an eight-hour shift, and to lift, push and/or pull objects up to 25 pounds.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

TO APPLY:

Send NFTA employment application, resume and cover letter specifying the job number 096-21-N to:

NFTA Human Resources
181 Ellicott Street
Buffalo, NY 14203

Or email to: application.intake@nfta.com

The Niagara Frontier Transportation Authority is an Equal Opportunity Employer