



609 Foster Field Drive, Suite F Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948



AIRPORT – MAINTENANCE SUPERVISOR

Department:	Airport	Class Code/Pay Grade:	\$23.01 - \$27.62
Revised Date:	May 2025	FLSA Status:	Non-Exempt
		Safety/Security Sensitive:	No

GENERAL PURPOSE: Under general supervision, the Maintenance Supervisor supervises the airport operations/maintenance staff to include planning, scheduling, organizing, directing and training personnel. Performs skilled maintenance and repair work on airfield, all airport facilities and equipment. Responsible for obtaining bids and coordinating with contractors to get work done, orders and assures delivery of parts for repairing equipment, and providing timely responses for maintenance requests. This position operates under general supervision, requiring the ability to manage various maintenance projects and maintain high standards of service at Victoria Regional Airport (KVCT). Experience in building construction and/or building maintenance work, including maintaining and/or repairing plumbing, electrical, heating, and/or air conditioning systems. Prior supervisory experience preferred. Performs other related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of the Director of Operations and Maintenance and the Airport Executive Director.

SUPERVISION EXERCISED: Yes, Operations/Maintenance Specialists.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Directs workers and assigns daily tasks to ensure efficient completion of maintenance and repair work at Victoria Regional Airport (KVCT). Develops work schedules and prioritizes tasks to ensure timely completion of maintenance projects and minimize disruptions to airport operations.
- Assists in providing for the delivery of high-quality customer service; communicates with General Public, hangar tenants, day visitors and others in order to facilitate daily operations, special events and maintenance of airport grounds and buildings and to ensure a positive experience while at the Airport.
- Performs airfield inspections, maintenance and repairs of Airport facilities, including but not limited to the airfield, roadways, structures, work areas and facilities, and ground support equipment, in compliance with applicable FAA (Federal Aviation Administration), OSHA and TXDOT (Texas Department of Transportation) regulations, as well as with departmental procedures and Victoria County policies.
- Assures that all activities meet State and Federal safety compliance regulations; enforces compliance with safety notices and use regulations from the Federal Aviation Administration (FAA) and Texas Department of Transportation (TXDOT).
- Coordinates with contractors for jobs being carried out at the airport, ensuring adherence to project timelines, specifications, and budgetary constraints.
- Performs repairs and maintenance on various airport facilities, including buildings, airfield grounds, landscaping, lighting, and other infrastructure as needed.



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- Installs electrical systems and equipment as required, ensuring compliance with applicable codes and standards while maintaining the safety and efficiency of airport operations.
- Training and developing maintenance staff. Responsible for providing initial training to new hires, ensuring staff have a thorough understanding of safety procedures, and operational protocols. Additionally, this positions conducts regular refresh training sessions for the existing staff to enhance their skills and knowledge.
- Complies with all federal and state regulations related to the performance or the duties outlined here.
- Promptly reports Emergency Situations to the designated parties and implements response procedures; may assist with aircraft crash rescue duties.
- Performs any other duties and responsibilities as directed by the Director of Operations and Maintenance or the Airport Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED, and a minimum of three to five (3-5) years of applicable experience.

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License.
- Plumbing, electrical, or Heating and Air Conditioning licenses are preferred, but not required.

Required Knowledge of:

- Airport Grounds and Airfield Maintenance Operations
- Airport and County organization, operations, policies and procedures.
- Applicable laws, standards and regulations relating to airport fuel operations and safety precautions.
- OSHA safety standards and safe work practices, basic knowledge of FAA Part 139, and handling/storage of Hazmat.
- Tools, materials, equipment, techniques and procedures used in maintenance and preventive maintenance of an aviation facility.
- Airport security and safety procedures.
- Airport specialty vehicle and equipment operation, maintenance and safety procedures.

Required Skill in:

- Performing a wide variety of skilled and semi-skilled tasks in the maintenance and repair of facilities and equipment.
- Safe operation of tractors/shredders, vehicles, mowing equipment weed eaters, ladders, man lifts, and other medium equipment and maintenance tools.
- Reading and interpreting technical specifications for vehicles and equipment.
- Reading, interpreting, understanding and applying aviation safety standards and procedures
- Dealing tactfully and courteously with the General and Flying Public, and providing effective and friendly customer services.



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- Establishing and maintaining cooperative working relationships with Airport employees, Airport Tenants, and the General Public.
- Operating a personal computer to check work related emails, create reports, and maintain records.

Physical Demands / Work Environment:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Work is performed indoors and outdoors in all weather conditions, with exposure to extreme conditions, which include extreme temperature, humidity, loud noise and vibrations, and other physical hazards on the daily basis for extended periods of time, exposure to hazardous equipment, constant physical efforts for extended periods, and ability to safely lift, carry, and move items weighing up to eighty pounds (80 lbs.). The duties of the job are considered particularly hazardous, as the employee must be aware of spinning propellers and jet blast. Failure to comply with safety regulations and precautions could cause serious injury or death.
- Must be able to work irregular hours including weekends, holidays, and evenings. May be required to work immediately before, during or immediately after an emergency or disaster.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Frequently
100 or more	Seldom or Never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or Never
Toxic or caustic chemicals	Seldom or Never
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Moderate to High



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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

If you are interested, please send application to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901

I have read and understand this Position Description:

Employee Signature

Date