



Office of Human Resources  
Aviation Noise Abatement Supervisor - CE2233  
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### General Statement of Duties

Performs professional and supervisory level work over noise abatement staff members, provides direction and long range and short term planning, directs policy and procedure development, and acts as a subject matter expert on airport noise mitigation issues and compliance.

### Distinguishing Characteristics

This class performs supervisory and professional level work over noise abatement staff members, provides direction and long range and short term planning, directs policy and procedure development, and acts as a subject matter expert on airport noise mitigation issues and compliance. This class is distinguished from the Aviation Noise Abatement Officer that performs professional level work monitoring aircraft noise and collecting data using various monitoring systems and responses and offers solutions to noise complaints/comments. The Aviation Noise Abatement Supervisor is distinguished from an Aviation Planning Administrator that coordinates strategic master and facility planning and related development policies for the Department of Aviation and directs the activities of the Airport Noise Office, the professional planning staff, and contract planners for development of airport airspace, airfield, terminal areas, support facilities and systems, and airport and regional transportation, land use, and economic development.

### Level of Supervision Exercised

Supervises two or more Aviation Noise Abatement Officers.

### Essential Duties

Directs and evaluates the work of noise abatement staff members, provides technical expertise to staff, and establishes unit and staff work programs.

Develops long range and short term planning initiatives and establishes policies, procedures, and standards related to aviation noise abatement projects and programs.

Develops and manages the budget for the unit and allocating funds to accomplish yearly goals and objectives.

Ensures compliance with all noise provisions established by intergovernmental agreements and develops and coordinates noise abatement procedures in conjunction with local and federal governmental agencies and other stakeholders.

Collaborates with the city's legal department on noise related litigation cases and acts as a fact and/or expert witness during trials.

Works with the airport planning office to monitor proposed real estate development in the vicinity of the airport and to evaluate potential projects for noise compatibility and ensures any proposed development meets federal and local standards.

Acts as a liaison to local, state, and federal officials, citizens, aviation/airlines personnel, and the news media regarding aircraft noise issues and serves on committees with various aviation representatives to share information and develop and test new procedures and/or other mitigation measures.

Manages several professional service contracts, negotiates contract terms, and approves completed work and payments.

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Perform other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

**Problem-Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of airport noise control procedures sufficient to be able to develop and implement compliance and mitigation programs.

Knowledge of the practices and principles of aircraft ground and flight characteristics, air traffic control procedures, airport operations, noise abatement practices, and noise metrics.

**Education Requirement**

Bachelor's Degree in Aeronautics, Aviation Management, or a related field.

**Experience Requirement**

Three (3) years of major hub airport experience in noise mitigation.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** E-816  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**