

# Airfield Ground Crew Supervisor

Reporting to the Management team

## FAIROAKS OPERATIONS LIMITED

### ***The Company:***

Fairoaks Operations Limited holds the Civil Aviation Authority (CAA) operating licence. Fairoaks is open and operational 7 days a week including public and bank holidays.

### ***Main Purpose of the role:***

- In addition to being an active member of the Airfield Ground Crew (see Airfield Ground Crew job specification) the role of the Airfield Ground Crew Supervisor is to oversee & supervise the ground crew team to ensure they are performing effectively and satisfied in their role.

### ***Main Duties (but not limited to)***

- Manage workflow - oversee the day to day workflow/tasks required to complete the job. Define goals, communicate objectives & monitor performance.
- Ensure there is a high level of airfield and apron safety from staff and all airport users maintaining exceptional airside discipline at all times.
- New employees - alongside the Senior Airport Fire Officer, train new employees – ensure they receive full training in all areas for the role of Airfield Ground Crew including the use of Red Atlas. Ensure they understand their role, support them in their transition. Ensure all training records/requirements (including first aid training) are up to date and complete.
- Report to the Management Team – responsibility for reporting team and individual performance, evaluate each member of your team and record employee punctuality, performance goals, professionalism, disciplinary issues and adherence to company policies. You may also be required to administer performance improvement plans.
- Evaluate individual performance and provide feedback – set employee & team goals. Identify training needs. This time should also be used to provide both positive and constructive feedback.
- Identify and apply career advancement opportunities – help decide who is suitable for promotion when an opportunity arises.
- Help to resolve employee issues and disputes – understand complaints and work with them to reach a solution.
- Ensure the crew room & office is kept tidy & manned at all times (where possible).
- Ensure all workplace equipment is looked after, is serviceable and is kept tidy.
- Ensure all admin duties are carried out correctly e.g., fuel dockets are fully complete and legible.

***Key Skills:***

- Must have General Aviation or Rescue and Fire Fighting Service experience
- Ideally have Low Category Aerodrome Supervisor certificate
- Excellent communication skills
- Expertise in department
- Ability to remain calm under pressure
- Firm grasp of company policies
- Strong work ethic
- Punctuality and time management skills
- Professional with a positive attitude
- Organisational abilities
- Display a strong eye for detail; able to problem solve through quickly assessing the problem and devising and implementing remedial and preventive measures.
- Computer literate (Word and Excel).

***Competitive salary and benefits to the right candidate.***

**To apply, please email your CV and a covering letter to:  
[jayne.harman@fair Oaksairport.co.uk](mailto:jayne.harman@fair Oaksairport.co.uk)**