



**Code: 7007**  
Family: Public Safety  
Service: Operation and Construction  
Group: River, Harbor and Transportation  
Series: Airport Operation

---

## **CLASS TITLE: AVIATION SAFETY DIRECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises and participates in the administration of the safety program for the Chicago Department of Aviation (CDA), and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns, supervises, and reviews the work of Safety Specialists engaged in the inspection of airport construction projects to ensure adherence to established safety requirements
- Serves as liaison between local and federal governmental agencies (e.g., IDOL, OSHA, FAA) and integrates safety practices into daily work activities of City employees, private contractors, and airport tenants (e.g., airline staff, concessionaires, ground transportation companies)
- Supervises and participates in the assessment of safety hazards at airport facilities and documents findings to mitigate identified risks for employees, contractors, and airport tenants
- Develops and recommends new and modified safety policies and establishes work practices to address daily operations within the airports for CDA employees
- Conducts advanced investigations occurring at the airport to assist insurance carriers in pending litigation cases and to communicate findings to legal counsel
- Conducts and facilitates training for subordinate staff and communicates new or modified safety guidelines and requirements to the department
- Advises and participates in safety committees responsible for the implementation of safety work procedures for department activities, terminal operations, and construction projects
- Researches and makes recommendations for the purchase of airport safety resources including materials, equipment, and professional services
- Oversees and participates in the updating and licensing requirements of related equipment used throughout the airport (e.g., scanning and X-ray machines)
- Prepares reports summarizing goals and objectives of comprehensive safety plans
- Participates on the department's Safety Management System (SMS) team and coordinates safety procedures relative to emergency management and preparedness drills and exercises
- Keeps abreast of existing and new legislation to ensure compliance with applicable federal, state and local safety requirements

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Safety Management, Aviation Management, Public Administration or a directly related field, PLUS three (3) years of work experience in developing and managing safety programs, of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Driver's License is required

**WORKING CONDITIONS**

- Exposure to outdoor weather conditions
- Exposure to fumes and dust
- Exposure to loud noise

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- \*airport safety rules and regulations
- \*applicable safety principles, methods, practices and procedures
- \*applicable federal (e.g., OSHA, FAA, SMS, etc.) state and local laws, statutes, regulations and guidelines
- \*program planning and administration

Moderate knowledge of:

- \*applicable computer software programs
- \*report preparation methods, practices and procedures
- geographical layout of airport's airside and landside facilities

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING- Monitor and assess performance of one's self, other individuals, or organizations
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
August, 2017