Airport Operations Supervisor

Location*:* Wilmington Airport, New Castle, DE

Salary: $71,800 - $88,000
(Commensurate with Experience and Skills)
(Grade 107)

Opening Date: November 23, 2026 **Closing Date: December 23, 2026**

I. POSITION SUMMARY

Under the general direction of the Senior Airport Operations Manager or higher authority, oversees landside and airside Airport Operations. Directs and participates in the inspection of airfield, landside and terminal facilities including, airport grounds, parking facilities, runways, taxiways, aircraft aprons, gate assignments, and service roadways to assure safety, security, and efficiency of operations.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the core duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Schedules and reviews the work of airport operations staff engaged in monitoring airfield, landside, terminal operations, security, safety and other activities related to the safety and security of airport users.
- Evaluates employee performance and motivates employees to achieve peak productivity and performance
- Recommends and assists with the development and implementation of airport operational policies, rules, and regulations and recommends revisions to the Airport Certification Manual and Airport Security Plan as needed.
- Participates in the inspection of runways, taxiways, aircraft aprons, and fuel facilities for compliance with FAA FAR Part 139, coordinates with appropriate parties for corrective actions
- Reviews and acts on behalf of airport management on operational problems involving airport safety, security, certification and related matters as they impact the airlines, tenants, passengers and the public; resolves operational problems by ordering actions or notifying appropriate airport, airline or security personnel; reviews reports of problems or incidents and recommends and implements appropriate remedy.
- Serves as an Alternate Airport Security Coordinator (ASC) as it relates to the Airport Security Plan.
- May serve as Incident Coordinator/Commander during airport emergencies
- Issues NOTAMs and other airfield advisories for public awareness of the airport environment
- Responds to environmental hazards; coordinates cleanup efforts with Authority departments, emergency response agencies, tenants, contractors, and airline operators
- Plans and executes emergency response training with Mutual-Aid responders including annual reviews and full-scale exercises for review of response procedures
- Conducts investigations and writes reports, and reviews incident reports completed by Airport Operations staff
- Provides immediate information to the Public Information Officer in support of media requests
- Performs other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of 14 CFR Part 139 and 49 CFR Parts 1540 and 1542.
- Knowledge of Airport Operations, including airfield and landside operations
- Knowledge of federal, state and local laws, rules and regulations governing airport operations

- Knowledge of computer programs used to enhance efficiency and record keeping requirements for airport operations and security.
- Skilled in organizing and leading a team that includes collaboration and consensus building with internal and external departments
- Ability to make sound judgments in emergency situations and to effectively direct and coordinate airport resources in such incidents
- Ability to speak and write effectively, with special emphasis on the expression of technical ideas
- Ability to organize, maintain and prepare records
- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class
- Possess excellent customer service skills
- Ability to use computer programs for writing, recordkeeping and communicating

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's degree in business, aviation management, or a related field
- Three (3) years of experience working in Airport Operations at a civilian or military airport with at least one (1) year of supervisory experience

V. REQUIRED LICESES, REGISTARTIONS, CERTIFICATIONS AND TRAINING

- Valid driver's license
- Airport Security Coordinator (ASC) certified within six (6) months of employment
- Advanced ASOS or ability to obtain within one (1) year of employment; ICS 100, 200 and 300 and IS-700 completed within six (6) months of employment
- Ability to obtain and maintain an ILG Security Identification Badge with SIDA
- Ability to obtain and maintain movement and non-movement airfield driver certification

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation including a TSA based Criminal History Records Check (CHRC), credit and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- Available to work shifts to support 24 x 7 schedule
- Ability to read, write, understand, and speak English fluently
- Ability to obtain and maintain employment in the United States.
- Subject to a six (6) month probationary period.

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer