



FNT | BISHOP INTERNATIONAL
AIRPORT AUTHORITY

Maintenance Supervisor

Organization: Bishop International Airport Authority

Opening Date: May 8, 2026

End Date: Until Filled

Location: Flint, Michigan

Type of Position: Full Time

Description and Details

Bishop International Airport Authority Department of Maintenance is accepting applications to fill one Maintenance Supervisor position.

This position is primarily responsible for supervising staff, coordinating and maintaining the airport facility including buildings and grounds maintenance. A full Job Description and listing of duties is included below.

The Maintenance Supervisor is typically scheduled for 8-hour shifts, but must be flexible and willing to work various hours, especially during emergency and snow removal operations, depending upon department requirements. All applicants must satisfactorily pass an oral interview, a physical exam with drug test, and a thorough background investigation in order to be considered for employment.

The Maintenance Supervisor position is a part of the Bishop Airport Supervisory Association Collective Bargaining Agreement.

Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.

Additional information and a copy of the complete job description can be found on the Airport's website (<https://www.bishopairport.org/business-fnt/employment-opportunities/job-opportunities>) and can also be obtained from the Bishop International Airport Authority during normal business hours.

How to Apply / Contact

To apply, submit your resume and cover letter to Bishop International Airport, 3425 W. Bristol Road, Flint, MI 48507 or by email to mnoonan@bishopairport.org.

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MAINTENANCE SUPERVISOR

POSITION SUMMARY:

Primarily responsible for supervision of Bishop International Airport Authority building and airfield maintenance activities for a 24/7 365-day facility. Assists in planning, coordinating, scheduling, directing, reviewing, servicing, installing, maintenance, and repair of Airport buildings, facilities, equipment, and vehicles. Supervises Maintenance Department staff by assisting with scheduling, training, personnel evaluations, assignment of work, hiring etc. Provides and/or facilitates appropriate employee training. Oversees Building Automation System (BAS) and directs workload using Computerized Maintenance Management Systems (CMMS). Performs related work as required. May represent the Director of Facilities & Operations in the Director's absence.

DUTIES AND RESPONSIBILITIES:

- Oversees the Maintenance Department function of the Airport during an assigned shift.
- Supervises and assists Airport Maintenance employees engaged in servicing, maintaining, or repairing Airport facilities (including buildings, grounds, airfield, runways, taxiways, roadways, signs, and equipment) and systems (including heating, cooling, electrical, lighting, mechanical components, fire suppression, etc.). May be required to fulfil duties of Airport Maintainer.
- Plans and assigns work orders to ensure compliance with federal regulations, Airport Certification Manual, and FAA Advisory Circulars.
- Oversees and inspects the maintenance and repair of airfield lighting and signage, navigational aids, safety areas, pavement repairs and markings, and associated components to ensure adherence to FAA Part 139 standards.
- Supervises personnel in the construction, remodeling, renovation, or repair of airport buildings including HVAC, electrical, plumbing, and mechanical equipment and other systems.
- Determines needs and procures materials and supplies for maintenance and repair of airport facilities.
- Oversees and coordinates snow removal operations in accordance with FAA-approved Snow and Ice Control Plan.
- Reviews specification, sketches, and blueprints for new construction, remodel, or renovation activities for compliance with applicable codes and functionality.
- Monitors weather conditions and communicates with other airport staff and tenants about potential problems that may arise due to weather conditions.
- Monitors and oversees contractor activity during construction projects. Participate in construction meetings and provide input.
- Responsible for ensuring Maintenance Department employees meet BIAA training requirements and promotes education and training in related fields.
- Manages payroll and time off requests for Maintenance Department employees.
- Assists with budget preparation, equipment and material purchasing, and personnel evaluations.
- Supervises and oversees contractors such as HVAC, electrical, plumbing, conveyances, fire suppression and snow removal.
- Communicates with Airport Tenants and advises the Director of Facilities & Operations on tenant needs.
- Meets with federal, state, and local officials to participate in special events, performs special assignments related to various airport functions.
- Works with other Airport personnel to ensure continued safe operation of all Airport facilities.
- Ensures compliance with federal, state, and local regulations.
- Responds to emergency and non-routine matters outside of normal working hours.

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MAINTENANCE SUPERVISOR

“Supervision” includes the authority to do or effectively recommend the following: hire, assign work, schedule, evaluate, discipline, suspend, discharge, lay off and recall employees; grant, deny, compromise, or otherwise resolve or adjust employee grievances.

The duties and responsibilities identified above are intended to be sufficient to identify the position and be illustrative of the many duties that may be assigned. They should not be interpreted to describe all of the duties an employee assigned to this position may be required to perform.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, understand, and enforce TSA, FAA, state and local rules, regulations, and laws as well as facility policies and procedures pertaining to Bishop International Airport.
- Working knowledge of the standard practices, processes, procedures, and materials related to building or mechanical trades.
- Ability to lay out, assign and supervise the work of others.
- Ability to interpret sketches, blueprints, oral and written instructions, to meet deadlines, and prepare reports as needed.
- Skill in the use of tools and the operation of machinery and equipment used in building and mechanical trades.
- Ability to meet the physical, mental, and visual requirements of the job.
- Ability to effectively communicate and establish working relationships with others.
- Ability and willingness to work in a manner that will not endanger the safety of oneself, other persons, and equipment.
- Considerable ability to exercise good judgment and make decisions under adverse conditions.
- Knowledge of occupational hazards and safety precautions, local rules, regulations, and laws relating to air carrier airports certificated under Part 139 of the Federal Aviation Regulations.

SUPERVISION EXERCISED/RECEIVED:

Directly supervises Airport Maintenance Staff of approximately 12 employees
Works under general supervision of the Director of Facilities & Operations
Has the authority to function independently as necessary

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to sit, climb, stand and walk. Hearing and vision must be compatible for vehicle and aircraft radio in noisy environments. Must be able to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; bend, stoop, and walk as required. Must be able to safely operate company vehicles, tools, and equipment.

CONDITIONS:

- Exposure on a regular basis to general office noise and occasional noise associated with aircraft and heavy machinery.
- Exposure to flashing lights, noise, fuels and chemicals associated with aircraft, heavy equipment and vehicles.
- Subject to remaining on duty beyond assigned working hours to provide assistance when necessary.



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MAINTENANCE SUPERVISOR

- Must be available for 24-hour on-call response to after-hour emergencies and weather-related events.
- May work weekends and holidays as needed.

MEDICAL EXAMINATION:

Employment is contingent upon the results of a physical examination performed by our examining physician.

PRE-EMPLOYMENT DRUG TESTING:

Employment is contingent upon the results of a pre-employment drug screening.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION:

Ability to successfully pass a thorough investigation consisting of a criminal history check (including but not limited to the requirements of TSR 1542.209, verification of prior employment and performance, reference, and credentials checks.

PREFERRED MINIMUM QUALIFICATIONS:

- Five (5) years of experience at a Part 139 Certificated Airport, or similar facility, with one year of experience in a supervisory capacity. Applicants with a degree in a related field will be considered with less than (5) years' experience.
- Previous experience in the performance of airport snow removal operations.
- Demonstrated ability to supervise in a complex environment with limited oversight.
- Possession of valid driver's license or ability to obtain and sustain valid drivers license.
- Experience in maintenance related activities of buildings, grounds, pavements, vehicles, equipment, and construction.

SALARY:

- Set by Collective Bargaining Agreement and based on experience and service credits at Bishop International Airport Authority
 - 2026: \$34.344 - \$37.864 per hour.

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The required knowledge, skills abilities, and minimum qualifications listed above are intended to represent the desired skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

