

**Torres Rojas, Genara**

FOI#12588

**From:** [redacted]  
**Sent:** Thursday, September 01, 2011 5:52 AM  
**To:** Duffy, Daniel  
**Cc:** Torres Rojas, Genara; Van Duyne, Sheree  
**Subject:** Freedom of Information Online Request Form

Information:

First Name: ALAN  
Last Name: JACKSON  
Company: SELF  
Mailing Address: [redacted]  
Mailing Address 2:  
City: [redacted]  
State: PA  
Zip Code: 18301  
Email Address: [redacted]  
Phone: [redacted]  
Required copies of the records: Yes

List of specific record(s):  
full job descriptions for the following positions at the bus terminal located at 625 8th ave. GENERAL MANAGER MANAGER, OPERATIONS SUPERVISOR TERMINAL OPERATIONS GENERAL OPERATIONS SUPERVISOR OPERATIONS GROUP SUPERVISOR. Also the organizational charts for the BUS TERMINAL OPERATIONS DURING REGULAR OPERATION AND DURING EMERGENCIES WHEN THE POLICE COMMAND ASSUMES CONTROL OVER THIS FACILITY.

**THE PORT AUTHORITY OF NY & NJ**

Daniel D. Duffy  
FOI Administrator

November 29, 2011

Mr. Alan Jackson

Re: Freedom of Information Reference No. 12588

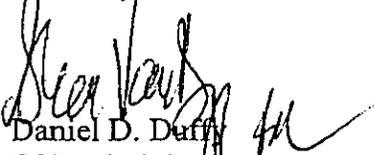
Dear Mr. Jackson:

This is a response to your September 1, 2011 request, which has been processed under the Port Authority's Freedom of Information Policy (the "Policy," copy enclosed) for copies of the full job description for various positions at the Port Authority Bus Terminal and copies of org charts for the Port Authority Bus Terminal.

Material responsive to your request and available under the Policy, which consists of 3 pages, is enclosed, for a 75¢ photocopying charge for this material (25¢ per page). Payment should be made in cash, certified check or money order payable to "The Port Authority of New York & New Jersey" and should be sent to my attention at 225 Park Avenue South, 17<sup>th</sup> Floor, New York, NY 10003.

Please refer to the above FOI Reference number in any future correspondence relating to your request.

Sincerely,

  
Daniel D. Duffy  
FOI Administrator

Enclosure

225 Park Avenue South  
New York, NY 10003  
T: 212 435 3642 F: 212 435 7555

TB + T  
PART, + SE

Specification No.: 6010/6910  
Date Issued: 7/69  
Date Revised: 8/88

CLASS TITLE: Operations Group Supervisor  
PAY PLAN/LEVEL (RANGE): PS-4  
FLSA STATUS: Exempt  
DEPARTMENT: Various  
JOB SERIES: Facility Operations

(NOTE: For purposes of the Devey Lease, titles which can be directly charged to JFKIA accounting codes are assigned to 6900 series class codes.)

A. SUMMARY OF RESPONSIBILITIES:

In the series of operations supervisory classifications, this class directly supervises or is functionally responsible for facility operations involving moderate to large groups of employees and/or a variety of operations, make decisions within established operating guides and policies, and are accountable for operating results achieved.

B. RELATIONSHIP TO OTHER CLASSES:

As compared to the higher rated classification of Operations Unit Supervisor which is responsible for facility operations of broad scope and complexity including critical functions, the Operation Group Supervisor has more limited responsibilities as evidenced by the range and complexity of operations supervised, and functions under the presence of higher rated operations supervisors on the same tour.

As compared to the lower rated classification of Operations Services supervisor which is in immediate charge of a small to moderate-sized group of employees engaged in a limited variety of established facility operating activities, the Operations Group Supervisor frequently acts as their immediate supervisors or is responsible for operations of greater range and complexity.

C. SPECIFIC FUNCTIONS (TYPICAL DUTIES):

1. Supervises, trains, and schedules work of a general group of facility operations employees of significant size, variety, and complexity including contract security guards.
2. Supervises and instructs subordinates in routine airport or terminal/aeronautical operations activities including transportation services, taxi dispatch, parking lots, noise monitoring, ramp coordination, construction coordination, bus operations, parcel checking, baggage services, information services, airport inspections, foreign object damage, and airfield lighting inspections.
3. Assigns, inspects and schedules work and prepares progress reports.

(Continued)

4. Analyzes manpower and material requirements and oversees procedures and methods used.
5. Instructs subordinates in safety and use of equipment, makes independent inspections, and supervises routine inspections.
6. Prepares correspondence to patrons, tenants, and bus or airline carriers.
7. Performs facility contract supervision.
8. Gives facility orientation to new employees.
9. ~~May be responsible for revenues collected from vehicular parking lots, aircraft landing and parking fees, Red Cap service, non-licensed bus charter fees, baggage checking, parcel lockers, etc.~~
10. May supervise employees engaged in snow removal activities.
11. May assume responsibilities of higher level operations supervisor when required.
12. On certain assignments, coordinates activities with governmental agencies or tenants.
13. May perform other related duties.

D. JOB REQUIREMENTS:

1. Knowledge:

Must plan, assign, and supervise the work of subordinates and/or contract staff in terminal and/or aeronautical operations.  
Understands principles, practices, and terminology of aircraft and terminal operations.  
Understands contract administration practices and principles.

2. Ability and Skills:

Must deal tactfully and effectively with patrons, tenants, carriers, and government agencies.  
Understands safety principles and be able to enact them in the entire scope of operational activities.  
Must be able to take appropriate action to correct unsafe conditions.  
Must understand and follow oral and written instructions.  
On certain assignments, may operate two-way radio, identify types of aircraft, know airport traffic control and federal, state or departmental rules, regulations, and safety precautions governing air and land traffic.

3. Physical/Medical Requirements and Effort:

(Continued)

Normal field operations work.

4. Working Conditions:

Exposed to adverse weather conditions.  
Works rotating shifts as a regular function of the job.

5. Qualifications:

a. Education:

Graduation from a four year standard high or vocational school or possess a recognized equivalency certificate. Completion of college level courses is desirable.

b. Experience/Training/Licenses:

One year full-time paid operations supervisory work experience at the Operations Services Supervisor or Junior Operations Supervisor levels. Must possess a valid New Jersey or New York driver's license. On certain assignments, may require possession of a U.S. Weather Bureau "Certificate of Authority to take Weather Observations".