

AIRPORT SERVICES COORDINATOR

DEFINITION

Under general supervision, supervises and participates in the operation and maintenance of the City Municipal Airport; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Organizes, coordinates, and supervises the maintenance, and operation of the City's Municipal Airport.
2. Supervises and participates in fuel sales and servicing of aircraft; maintains adequate fuel and lubricant inventory; maintains all necessary records; prepares deposits of daily receipts; handles collection of accounts receivable and orders appropriate inventory.
3. Enforces rules and regulations of Airport operations; collects accounts receivable for airport incurred changes such as tie-down fees, landing fees and hangar and land rental charges.
4. Establishes and maintains good working relationships and liaison with Airport users and businesses located at the Airport; coordinates public events and tours.
5. Supervises and participates in the maintenance and repair of equipment used at the Airport including but not limited to trucks, mowers, pumps, electrical systems, water systems, etc.
6. Supervises and participates in the maintenance of Airport grounds and buildings including lawn areas and trees, runways, taxiways, parking aprons, City operated buildings, fueling areas, etc.
7. Supervises the work of part-time employees; provides training in safety procedures.
8. Evaluates service needs, equipment, and work methods; develops plans to satisfy current and future needs of Airport operations; assists in establishing and enforcing operating and safety procedures; investigates service requests and complaints made by the public and Airport users; explains priorities, programs and policies.
9. Estimates time and material costs; evaluates and institutes changes in work methods and priorities; evaluates and selects products, materials, and/or equipment to be used.

10. Maintains records and writes a variety of reports and memos on work performed and Airport operations. Participates in administrative studies of airport operations.
11. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Five years of experience working with the public and managing a retail operation including maintenance of accounts receivable and sales records or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Retail management operations; airport operations; aviation; inventory record keeping and accounting; principles of supervision and training; methods of estimating time and material costs; equipment maintenance; work scheduling.

Ability to:

Supervise the work of others; perform work necessary for operation and maintenance of Airport; work with Airport users; enforce Airport rules and regulations; operate and manage an aviation fueling business; maintain accounting records; follow verbal and written directions, write reports; maintain records; develop and maintain good working relationships; train others in and monitor the use of safe work methods; communicate effectively, both verbally and in writing; analyze unusual situations and resolve through application of City policy; develop plans to satisfy future needs of work unit service; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a valid California Driver's License and additional certificates/licenses necessary to perform the work supervised. A pilot's license is desirable.

Physical Demands

Involves active physical work but not prolonged heavy exertion. Frequently required to work standing, bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting of objects weighting over 50 lbs.

WORKING CONDITIONS

Frequent exposure to unpleasant elements such as dust, fumes, and odors, dampness, high noise levels, and outside weather conditions. Travel throughout the City may be required. May be required to work split shifts and weekends.

Date Adopted: August 6, 1996