



## Airport Division Manager

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### **Summary**

Plan, manage, and direct the operations of the Petaluma Municipal Airport property, facilities and services in accordance with federal, state, and local regulations.

### **Class Characteristics**

General direction is provided by the Public Works Director; responsibilities include the direct and indirect supervision of support staff.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Schedule, assign, lead, review and participate in the work of a crew responsible for the maintenance and repair of the Petaluma Municipal Airport.

Provide information to the public and airport users, establish, interpret and enforce rules governing airport facilities, use, and service, including Federal Aviation Administration (FAA) Regulations and federal, state and local statutes; coordinate and supervise the enforcement of air traffic and safety rules and regulations; maintain compliance with aviation approach/departure requirements, and airspace protection regulations; conduct inspections of the airport equipment, grounds, facilities; oversee necessary repairs and maintenance of the airport.

Analyze fixed base operators and general aviation operation needs and manage facilities and services consistent with user demand and in conformance with federal and state laws and regulations.

Work closely with the public, City officials, and staff in resolve customer complaints and disputes and maintain liaison with airport commission, airport businesses, clubs, and owner's groups to promote airport use; respond to noise complaints.

Monitor, enforce, and administer contracts and aircraft hanger and tie-down tenants; arrange for overnight tie-downs, collect appropriate fees and provide receipts.

Enforce and implement aviation accident procedures; ensure the protection of aviation accident scenes; coordinate emergency scene management with FAA, local law enforcement, and the National Transportation Safety Board; participate on a 24 hour/7 day-a-week basis with the City's fire and police department and local law enforcement to coordinate accidents, hazardous material spills or other emergency activities at the airport.

Directly participate in the preparation of the airport operating and capital improvement budget by determining staff supplies, equipment needs, and capital improvements.

Research potential grant funding programs; enforce federal and state airport compliance requirements for grant funding.

Conduct state storm water monitoring and sampling; supervise the preparation of the annual Storm Water Monitoring reports.

Maintain records and prepare reports of work performed; prepare periodic and special reports regarding airport operations, activities and finances; maintain accurate records and files and receive and process completed forms from prospective tenants.

Perform related duties as assigned.

Skills/Abilities:

Plan, manage, and direct the operations and activities at a general aviation facility.

Ensure division compliance with operational and mandated regulatory requirements.

Enforce flight and safety rules and regulations.

Administer contract and lease terms effectively and resolve problems in an appropriate manner.

Maintain liaison with and represent the airport and the City in meetings with contractors, lessees, tenants and the flying public.

Prepare clear, concise, and accurate correspondence, procedures, and other written materials.

Effectively present information to senior management, public groups, and/or City Council.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception, and ability to focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, outside weather conditions, and vibrations. The noise-level in the work environment is usually moderate, but at times may be very high.

**Qualifications**

Knowledge of:

Principles of general aviation management, aviation facilities operations and maintenance.

Principles and techniques of business management, budgetary preparation and fiscal controls.

Principles of supervision, training and performance evaluations.

Applicable laws, codes and regulations, including FAA regulations relating to general aviation operations.

Principles, practices and terminology related to lease and contract administration.

The proper and safe handling of hazardous materials and aircraft fuels, airport maintenance procedures, requirements, and equipment.

Mathematic concepts.

Methods and techniques of maintaining records.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:*

Education:

A Bachelor's degree in public and business administration, or a closely related field.

Experience:

Three years of progressively responsible experience in the operation and maintenance of a municipal airport, including extensive knowledge of FAA regulations; at least one year of experience must include maintenance and operations program administrative and supervisory experience.

Ceryifications/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to work outside normal working hours when necessary.

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