Summary
Plan, manage, and direct the operations and property management of the Petaluma Municipal Airport, Marina, and Turning Basin properties, facilities, and services in accordance with existing leases/licenses and federal, state, and local regulations.

Class Characteristics
General direction is provided by the Public Works & Utilities Director or Assistant Public Works & Utilities Director; responsibilities include the direct and indirect supervision of support staff. This mid-management position is responsible for managing, planning, and coordinating the City’s airport and marina operations and overseeing leases and licenses.

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:
Assist in the planning, development, and implementation of policies, procedures, goals, and priorities, including long and short-range planning for the airport and marina.

Schedule, assign, lead, review and participate in the work of staff; manage the organization, staffing, and operational activities for the airport and marina; select, supervise, train, and appraise employee performance; interpret City policies and procedures and State and Federal rules and regulations to staff; establish standards and ensure safe working practices; administer discipline and other personnel actions.

Manage and coordinate operation, maintenance, safety, and security of the airport and marina; plan and direct work in accordance with federal, state and local laws, codes, regulations, ordinances, policies and procedures.

Analyze fixed base operators and general operation needs and manage facilities and services consistent with user demand and in conformance with federal and state laws and regulations; negotiate and administer contracts for airport, marina, and related services.

Collect appropriate fees in accordance with City fee policy and provide receipts for services, including fueling and leasing/licensing for facilities, and incidental fees such as over-night visitations; manage and operate fueling facilities and activities.

Implement the assignment of transient and monthly moorage; assign and collect fees for mooring and launching activities.

Maintain records and prepare reports of work performed; prepare periodic and special reports regarding airport and marina operations, activities, and finances.

Monitor, enforce, and administer contracts, leases, and licenses for facilities including hangars, tie-down spaces, land leases, and berths, including liveaboards and harbormaster office space; arrange for overnight tie-downs and berthing; maintain accurate records and files related to property management of facilities and receive and process all applicable documents from tenants and licensees.
Airport and Marina Manager

Provide information to the public, airport, and marina/turning basin users, establish, interpret and enforce rules governing airport facilities, use, and service, including Federal Aviation Administration (FAA) regulations, State Lands Commission requirements, and other federal, state, and local statutes; promote adherence to air traffic and safety rules and regulations including compliance with aviation approach/Departure requirements and airspace protection regulations.

Enforce and implement aviation accident procedures; ensure the protection of aviation accident scenes; coordinate emergency scene management with FAA, United States Coast Guard (USCG), local law enforcement, and the National Transportation Safety Board.

Conduct inspections of the airport and marina equipment, grounds, facilities; manage repairs and routine maintenance of buildings, landscaping, and facilities; perform incidental maintenance as needed.

Maintain communication and cooperation with USCG, FAA, and local public safety agencies; respond to and comply with requests for assistance and information, including providing water access for emergency services.

Participate, assist, and communicate with the City’s fire and police department and local public safety agencies on a 24 hour/7 day-a-week basis to coordinate response to accidents, hazardous material spills or other emergency activities at the airport and marina.

Maintain good public relations with airport and marina users and the public, including aviation and yacht associations; promote the facilities and services available; resolve complaints and problems from tenants/licensees and public; represent the airport and marina in internal relationships as well as relations with the public, community groups, and other governmental agencies; serve as liaison to Airport Commission on behalf of City.

Prepare and manage the preparation and administration of the Airport and Marina budgets; forecast additional funds needed for operation; maintain budgetary control over expenditures; analyze costs savings and implement adjustments as necessary; prepare budget for recommended capital improvement projects with assistance from engineering.

Research and apply for potential grant funding programs; enforce federal and state compliance requirements for existing grants.

Assure State storm water monitoring, sampling, and reporting requirements are met; supervise the preparation of the annual Storm Water Monitoring reports.

Perform related duties as assigned.

**Skills/Abilities:**
- Plan, manage, and direct the operations and activities at general aviation and marina/harbor facilities.
- Select, supervise, train, and evaluate staff.
- Ensure compliance with operational and mandated regulatory requirements.
- Enforce safety rules and regulations.
- Administer contract and lease/license terms effectively, including collection activities; resolve problems in an appropriate manner.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations in support of goals.
Represent the airport, marina, and City in meetings with contractors, lessees/licensees, appointed commissions, regulators, and the public.

Prepare clear, concise, and accurate correspondence, policies and procedures, reports, agenda packets, and other written materials.

Effectively present information to senior management, public groups, Airport Commission, prospective lessees/licensees, aviation or marine associations, and City Council.

Manage routine maintenance and perform incidental maintenance as needed.

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 and marina management, aviation and marina facility operations and maintenance, including use of a formal work order system.

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

- Principles of supervision, training, and performance evaluations.

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

- Safety practices and precautions pertaining to the work.

- Principles, practices, and terminology related to lease/license and contract administration.

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

- Basic mathematic concepts.

- Basic computer report production techniques including use of Microsoft Office programs such as Word, Excel, and PowerPoint.

- Methods and techniques of maintaining and handling 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 to gain such knowledge and abilities would be:

Education:
A Bachelor’s degree in public and business administration, Aviation Management, 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 administration, and supervisory experience.

Certificates/Licenses:
Possession of a valid California Class C driver’s license.
Possession of, or ability to obtain, CPR certification.
Possession of, or ability to obtain, boating safety certification.

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

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