Summary
Perform activities, tasks, and functions involved in the maintenance, repair, cleaning, operation, administration, and security of the Petaluma Municipal Airport and related City owned facilities to support a 7-day per week operation.

Class Characteristics
General supervision is provided by the Airport Division Manager; responsibilities may include the indirect supervision of support staff and/or contract operations, repair and maintenance services; may serve as the Airport Manager in his/her absence.

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:
Perform a variety of operations and maintenance activities and functions involved in the safe, efficient, and orderly operation of the Petaluma Municipal Airport, including related City assets and facilities.

Meet with airport users and interested parties and provide information regarding fuel operations, tie-downs, hangars, airport facilities, parking, and related information governing airport facilities, use, and service, including Federal Aviation Administration (FAA) regulations and local policies and procedures regarding ground traffic, air traffic patterns, and safety rules and regulations.

Enforce safety and operating rules and regulations.

Maintain transient aircraft ramp; direct aircraft parking; tag transient aircraft; collect fees and issue receipts for airport charges; check parked aircraft for proper tie-down and chocks; conduct ramp checks for overdue aircraft.

Inspect airport property regularly to ensure cleanliness, orderly function, and overall good appearance of grounds and facilities, including removal of obstacles and debris from runways, taxiways, and approaches.

Perform routine and preventative maintenance and repair tasks for airport facilities, buildings, equipment, and landscape such as weed and grass control, painting, trash pickup, electric bulb replacement, concrete repair, and minor electrical, mechanical and plumbing tasks.

Perform routine janitorial and cleaning tasks for City facilities and restrooms.

Perform pest control operations using Integrated Pest Maintenance (IPM) techniques in accordance with direction of City’s IPM coordinator.

Operate and perform maintenance of light equipment such as tractors, pickup trucks, mowing equipment, hand tools, pavement sweeper, and other related equipment; prepare work orders and coordinate repairs with City fleet shop for more complex maintenance tasks.
Inspect runways, taxiways, lights, and other airport facilities to identify potential hazards, items needing repair or replacement, or for inappropriate activities and uses of airport property including leased/licensed space; notify Airport Division Manager immediately of potential hazards to airport operations or other irregularities to ensure corrective action is completed in a timely manner.

Fuel various types of aircraft including helicopters, propeller-driven, and jet aircraft, with either aviation gasoline (AVGAS) or jet fuel; operate mobile fueling truck and stationary fueling station within the airport property; perform daily safety inspections, testing, and documentation of fueling systems, including fuel quality and equipment operation to ensure safe and reliable fuel operations.

Maintain accurate records and files regarding work performed and airport activities; maintain records on airport supplies, facilities, services, and equipment utilization including traffic, hangar rentals, fees, and airport supplies.

Maintain equipment, supply, and material inventory; pickup and restock supplies as needed.

Receive and resolve complaints from the public or airport users regarding noise and operational issues when able; provide information to public and airport users and maintain accurate customer service records.

Notify proper emergency response organizations and Airport Division Manager in the event of an emergency and provide assistance as directed; operate fire extinguishers during aircraft emergencies; assist in locating source of Emergency Locator Transmitter (ELT) signals.

Assist with stormwater monitoring and reporting.

May serve as the acting Airport Manager as required.

Perform related duties as assigned.

**Skills/Abilities:**
Operate equipment including tractor, rigid mower, and fueling truck as required.

Operate airport communication equipment such as hand-held radios.

Conduct routine maintenance and repair activities on buildings, equipment and landscaping items at a sub-journeyman level.

Read and interpret documents such as FAA regulations, safety rules, operating and maintenance instructions, and procedural manuals.

Understand and follow oral directions and complete work with minimal supervision.

Develop routine reports and correspondence through various means such as a computer.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of 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 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, color vision, peripheral vision, depth perception, and ability to focus. While performing the duties of this job,
the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic and/or caustic chemicals, and vibrations. The noise-level in the work environment is usually moderate, but at times may be very high.

**Qualifications**

**Knowledge of:**
- Principles of safe and proper operation and maintenance of tools and equipment used for airports or for building and grounds.
- Principles of effective irrigation systems, airport policy and other related operational, safety, and security rules and regulations.
- Principles of safe and proper handling of hazardous materials and aircraft fuels, and of safe and efficient airport maintenance procedures.
- Airport first aid techniques to assist in emergency situations.
- Principles of safe traffic movement of ground vehicles and equipment, and aircraft on the runways, tarmacs, and taxiway.
- Terminology used in the aviation industry.
- Software programs (e.g. Word and Excel) to prepare correspondence and reports.
- Methods and techniques of maintaining records, including the use of a computerized work order system.
- Stormwater monitoring reporting guidelines.

**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 the knowledge and abilities would be:

**Education:**
- Equivalent to graduation from high school. College or technical level coursework is desirable.

**Experience:**
- One year of experience in the operation, maintenance, or security of an airport facility and at least one year of experience performing repairs on equipment, building, and landscaping.

**Certifications/Licenses:**
- Possession of a valid California Class C driver’s license.

**Additional Requirements:**
- Must be available to work holidays and weekends as needed, outdoors in various weather conditions, and afterhours for fuel callouts.