



## Airport Maintenance Worker

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### 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 a higher level supervisor or 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 their 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 operation rules and regulations.

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

Inspect airport property regularly to ensure cleanliness, orderly function, and an 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.

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 the 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 the Airport and Marina Manager 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 aircrafts, with either aviation gasoline (AVGAS) or jet fuel; operate a 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 the Airport and Marina 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 tractors, rigid mowers, and fueling trucks 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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally 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 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 buildings 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.

Methods and techniques of maintaining records, including the use of a computerized work order system.

Stormwater monitoring reporting guidelines.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**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:**

Equivalent to graduation from high school. College or technical level course work is desirable.

**Experience:**

One year of experience in the operation, maintenance, or security of an airport facility; one year of experience must include 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, afterhours for fuel callouts, and outdoors in various weather conditions.

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Resolution #: 2018-094 N.C.S.; 2021-109 N.C.S.

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Department: Public Works and Utilities

FLSA Status: Non-exempt