



Airport and Marina Manager

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 Director of Public Works & Utilities or designee; 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:

Plan, develop, and implement 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 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; manage and implement City fee policy with respect to fuel costs.

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; maintain accurate records and

Airport and Marina Manager

files and receive and process completed forms from tenants.

Monitor, enforce, and administer contracts, leases/licenses for facilities including hangars, tie-down spaces, land leases, and berths, including liveboards 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.

Provide information to the public and 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; coordinate and supervise the enforcement of safety rules and regulations; maintain compliance with aviation approach/departure requirements and airspace protection regulations; conduct inspections of airport equipment, grounds, and facilities; oversee necessary repairs and maintenance of the airport; perform incidental maintenance as needed.

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.

Oversee and manage the inspection of airport and marina equipment, grounds, facilities; manage repairs and routine maintenance of buildings, landscaping, and facilities; manage and coordinate docks, fuel dock facilities, and landscaped areas; clean and touch-up painting of structures.

Maintain communication and cooperation with the United States Coast Guard (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 responses 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; 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 City staff liaison to the Airport Commission and **other** boards and committees.

Prepare and manage the preparation and administration of the Airport and Marina Division 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 potential grant funding programs; enforce federal and state compliance requirements for grant funding.

Conduct state storm water monitoring and sampling; 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 and 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, tenants, appointed commissions, regulators, and the public.

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

Effectively present information to senior management, public groups, Airport Commission and other boards and committees prospective lessees/licensees, and/or City Council.

Manage routine maintenance and perform incidental maintenance as needed.

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 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.

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

Principles and practices of private and commercial property management, including leasing, licensing, enforcement, negotiation, marketing, and sales.

Principles of supervision, training, and performance evaluations.

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

Safety practices and precautions pertaining to area of assignment.

Airport and Marina Manager

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

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

Mathematic concepts.

Basic report production techniques.

Methods and techniques of maintaining records.

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:

A Bachelor's degree with major course work in public administration, business administration, aviation management, or a related field.

Experience:

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

Certifications/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.

Additional Requirements:

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

Established: 09/17/2018

Resolution #: 2018-148 N.C.S.; 2021-123 N.C.S

Revised: 08/02/2021

Department: Public Works and Utilities

FLSA Status: Exempt