



City of Watsonville

Job Description

JOB TITLE: Airport Operations Specialist I

DATE APPROVED: August 29, 2017

DEPARTMENT: Airport

SUPERSEDES: Airport Operator I

REPORTS TO: Airport Operations Supervisor or Airport Operations Specialist II or III

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA : Non-Exempt

JOB SUMMARY:

Under general supervision, performs a variety of semi-skilled and skilled maintenance, repair and construction work on airport equipment, grounds, taxi lanes, taxiways and runway, aircraft parking aprons, aeronautical visual aids and associated infrastructure(s).

Performs safety and security inspections of runways, ramp areas, surrounding in-field areas in addition to fencing for compliance with FAA safety standards. Reports and/or repairs conditions that are not in compliance. Additionally performs janitorial services for hangar and terminal facilities. Receives supervision from Airport Operations Supervisor or Airport Operations Specialist II or III. This classification may be required to rotate between various assignments in the areas referenced below (Essential Duties).

DISTINGUISHING CHARACTERISTICS

The position is the entry level classification within the Airport Operations Specialist series. This classification works under the immediate supervision of an Airport Operations Supervisor or Airport Operations Specialist II or III within the Municipal Airport department. The Airport Operator Specialist I is a generalist classification performing varying assignments in support of Municipal Airport's maintenance operations, on-going and associated administrative duties either by rotation of various assignments or working with Airport Director, Airport Operations Manager, Airport Operations Supervisor and Airport Business Administration.

Airports Operations Specialist I maintain and repair airport related equipment and infrastructure(s). Incumbents perform a wide variety of semi-skilled and skilled duties requiring proficiency in one or more of the general skills relative to automotive preventive and on-going maintenance, small engine repair, general plumbing, light construction, hangar repair, framing and heavy equipment operation. This classification differs from the Airports Operations Specialist II and III in that the Airports Operations Specialist I is primarily responsible for the inspection, repair and operation of airport infrastructure and associated buildings with no supervisory requirements.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Repairs and maintains runways, taxiways, aircraft parking aprons, roadways, parking lots, landscaped and non-landscaped grounds, storm drainage systems, airport signage, perimeter security fences, manual and automatic slide gates, computerized security access control equipment, computerized airport lighting systems, taxiway guidance sign systems and visual aids and related equipment and infrastructure(s).
- Operates and services a variety of hand and power tools, equipment, automotive equipment, and repair equipment (i.e. tractors and accessories, chemical sprayers, dump trucks, pavement line strippers, airless sprayers, pavement sweepers and portable compressors, generators and graders for non-finish grades).
- Inspects airport grounds and facilities for airport-user safety and utility and interpret airport conditions in compliance with regulatory standards as mandated by the Federal Aviation Administration (FAA) and State of California Aeronautics Program and takes departmentally approved corrective actions.
- Fuels a variety of makes and types of aircraft via operation of fuel farm and fuel trucks.
- Handles hazardous materials and fuels; assesses fuel containers and initiates truck inspection for possible water contamination; maintains quality control of fuels through routine filter maintenance.
- Assists in moving, parking, and tying down aircraft; assigns parking spaces for transient aircraft.
- Maintains detailed records of the handling and distribution of aviation fuels including inventories, delivery, distribution levels, and storage requirements.
- Collect, sample and process Storm Water Pollution Prevention Program (SWPPP) per Airport policy.
- Performs concrete finishing by setting forms, mixing, wheeling and pouring concrete for repairs and other concrete construction work.
- Performs custodial duties, semi-skilled maintenance work including carpentry, plumbing, masonry, painting, welding, and fabrication work.
- Provides escort, and retrieves necessary materials, for Airport Rescue and Firefighting (ARFF) staff during emergencies as required or directed.
- Performs grounds maintenance activities, such as applying chemicals; grading runway shoulders, taxiways, and overruns; and mowing grounds.
- Supports Municipal Airport Special Events and activities.
- Miscellaneous Tasks and Duties as assigned by Supervisor.

EMPLOYMENT STANDARDS

Knowledge of:

- Heavy pavement (asphalt and concrete), building and construction trades, methods, principles, practices and techniques.
- Safe work practices and procedures.
- Various equipment types and usage, including but not limited to pick up and dump trucks, street sweepers, graders, front loaders, backhoes, pavement crack routers and sealers, and pavement saw
- Reading technical standards and writing inspection reports.
- Using and maintaining applicable tools, equipment and vehicles related to heavy pavement maintenance.

Ability to:

- Safely perform duties in the vicinity of aircraft, including the operation of radios in accordance with FAA established air traffic control communication procedures.
- Understand oral and written instructions
- Establish and maintain effective working relationships with staff, tenants, customers, and the general public.
- Prepare and maintain records, logs and related documentation. Work for extended periods and under adverse weather conditions.
- Work extended periods, beyond normal work day schedule, in the event of operational or safety requirements.
- Work at least one weekend day and if required serve in a Stand by or On call role
- Comply with Municipal Airport Rules, Policies and Procedures
- Perform two-way radio communication

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Use and care for power and hand equipment and tools.
- Visibly distinguish between red, white, blue, green, yellow, and amber lights.
- Operate office equipment, computers, hand held electronic tablets, and a variety of word processing and software applications.
- Safely and effectively operate light and moderately heavy maintenance and construction equipment
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs. Additionally ability to:
 - drive an automobile and heavy equipment
 - hear adequately to converse on the telephone, radio, cellular phone, and in person
 - use a computer keyboard
 - intermittently bend, twist, and reach
 - get in and out of a truck
 - safely and effectively work on ladders and tall structures
 - climb up and down ladders and stairs.
 - grasp with right and left hands.
 - use fine hand manipulation.
 - hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
 - walk on uneven surfaces.

- work outside in inclement weather
- may operate equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
- work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
- distinguish colors, have adequate vision to perform essential duties
- reach above and at shoulder height
- Operate Aviation Communications Radios, both handheld and fixed based
- Safety drive and operate fuel trucks
- Operate over-the wing and single point refuelers mechanisms for aircraft
- Accept fuel deliveries, including confirming Quality control testing
- Operate aircraft tugs both manual and automated
- Interpret Light Gun Signals both airborne and ground based aircraft
- Ability to, per ICAO standards:
 - pronounce and communicate via ICAO alphabet
 - read and understand airfield markings and signage
 - marshal aircraft

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High School diploma or GED
- Two years paid aviation experience in asphalt and concrete pavement maintenance or construction work and building maintenance.
- Any experience with a Fixed Based Operator (FBO) or Specialized Aviation Service Operation (SASO) is a plus.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record