



## **JOB DESCRIPTION**

### **AIRPORT ASSISTANT**

#### **DEFINITION**

Under supervision, to perform a variety of semi-skilled and clerical work in the servicing of aircraft; to assist in the general operation of the airport; and to perform related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Supervises the use of airport facilities by tenants and transient aircraft. (M-E)
- Directs and parks transient aircraft and assists pilots and passengers arriving at and departing from the airport. (M-E)
- Supervises the City-operated Avgas facilities and fuels a variety of aircraft. (M-E)
- Assists with public relations and policy implementation of airport programs such as noise restriction policies/information dissemination, improved service to airport customers and airport security measures.
- Attends Airport Commission meetings. (E)
- Assists in the enforcement of Federal and local regulations pertaining to aviation and the safety of the public. (E)
- Inspects parked aircraft to ascertain that they have been secured properly. (M-E)
- Assists in the negotiation, preparation, and administration of contracts and lease agreements.
- Assists in the training and supervision of Airport personnel.
- Coordinates airport-related activities with other City departments and outside agencies.
- Responds to emergency situations. (E)
- Maintains detailed records and prepares reports relative to airport operations. (E)
- Provides information pertaining to airport operations, policies, rentals, fees, and field rules. (M-E)
- Collects for hangar, tie-down, ground, and office rentals. (M-E)
- Accepts payment and issues receipts on gas and oil sales.
- Maintains inventories of petroleum products and requisitions products when necessary. (E)
- Inspects runways, taxiways, and lighting systems, and makes minor repairs as necessary.
- Performs semi-skilled work in a variety of building trades.
- Assists in the general maintenance and day-to-day upkeep of the airport.
- Operates light equipment.
- Works flexible hours, including weekends and holidays.
- Performs other related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- General airport operations and safety principles.
- Service, maintenance, and storage of aircraft.
- Federal Air Regulations relating to general airport operations.
- Principles of ground and building maintenance, repair, and modification.
- Principles of training and supervision.

##### **Ability to:**

- Assist in the management of a modern airport.
- Assist in the training and supervision of part-time employees.

- Communicate effectively orally and in writing, and present conclusions before advisory bodies and other staff.
- Interpret, apply, and explain regulations, ordinances, and Federal and State legislation.
- Keep accurate records and perform simple arithmetical calculations.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Prepare reports.
- Understand and carry out oral and written instructions.
- Work independently in the absence of supervision.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, and climbing.
- Perform semi-skilled work in a variety of building and grounds maintenance work, and lift up to 40 pounds.
- Work flexible hours, including weekends and holidays.

**Experience and Education:**

Any combination of education and experience equivalent to graduation from high school and two years of experience in servicing or repairing aviation, automotive, or related equipment. Experience in airport operations preferred.

**Residency Requirement:**

All full-time employees of the Airport shall be expected, within six months of hire, to establish residence allowing response to the Airport within 30 minutes of notification.

**Necessary Special Requirement:**

Possession of a valid Class C California Drivers License.

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