

AIRPORT SITE WORKER

DEFINITION

To perform a variety of skilled and technical airport operations and tasks, involved in the planning, design and implementation of airport projects and operations, to provide technical staff assistance to higher level Public Works staff.

DISTINGUISHING CHARACTERISTICS

This is a single class, journey level position in the Public Works and Development Services Agency to support the operations of both the Orland Haigh and Willows Community airports that will be working with limited oversight to accomplish the required tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Transportation Programs Manager and professional engineering staff. May supervise less experienced assigned staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Conduct research related to assigned programs; analyze findings; prepare recommendations, reports and necessary correspondence.

Prepare bid specifications for equipment; review and recommend bid award.

Supervise a variety of airport operations including fuel supplies, inventory and sales records, general maintenance, vendor services and tenant relations; custodial and grounds maintenance work in and around county owned airport buildings and facilities.

Inspect airport facilities including runways, lighting, hangars, and other areas and equipment for safety and proper condition; initiates corrective action as necessary.

Participate in budget preparation; submit justifications for supplies and equipment; monitor and control expenditures.

Answer questions and provide information to County staff and department, and the public regarding airport facilities and operations.

Monitor and ensure security of airport property; monitor storm water conditions, prepare storm water condition reports.

Purchase supplies and materials used in airport operations.

Accept applications for airport leases of hangars and grounds facilities.

Airport Site Worker
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 07/01/11

M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #11-7/5/11

Operate assigned vehicles and/or equipment used in the operations of a county airport.

Provide on site coordination between contract personnel involved with major airport maintenance and repair projects.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Business letter writing and report preparation.

Principles and procedures of financial record keeping.

Basic methods, materials and equipment used in the general building trades and grounds custodial work.

Modern office procedures, methods and equipment.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn and interpret pertinent Federal, State, and local laws, codes and regulations relating to the safe operations of airports and their maintenance.

Learn the operations, policies and procedures of the County and department.

Learn and apply Federal, State and local safety programs.

Operate a variety of power and hand tools used in the maintenance of building and ground facilities.

Operate a variety of vehicular and stationary equipment in a safe and effective manner in routine situations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Two years of increasing responsibility in building maintenance and repair work including some experience working with the public.

Training:

High School diploma or GED equivalent.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	9731100
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9420
Pay Range	305