

26.32 Company Profile:

Santa Maria Public Airport District

Job Summary:

Under direction of the Manager of Operations and Maintenance, The Airport Operation Officer will patrol the airport; monitor operations; provide security, safety, and emergency assistance when needed; greet, assist, and provide information to the public; perform routine duties and special assignments; assure compliance with airport rules, regulations and ordinances and perform related work, as required. The airport is a non-hub part 139 certified airport.

Duties/Responsibilities:

- Perform daily operational activities;
- Conduct airfield inspections;
- Respond to aircraft incidents/accidents;
- Coordinate and monitor various activities of commuter airlines, fixed-based operators (FBOs), hangar owner/renters, leasing tenants, FAA and the general public;
- Maintain familiarity with federal, state and local aviation rules and regulations;
- Issue Notices to Airmen (NOTAMs);
- Monitor airfield security;
- Administer Airport Operations Area (AOA) and Security Identification Display Area (SIDA) badge program;
- Assist callers/visitors and promote good public relations;
- Complete airport research/administrative projects, as assigned;
- Escort visitors/contractors on secure areas of the airport;
- Other duties as assigned.

Qualifications:

- At least 6 months of experience working at a general aviation, military, or commercial service airport, preferred;
- Working knowledge of federal, state and local codes governing airport operations, security regulations, safety, first aid and lifesaving techniques, preferred;
- Alternatively, 1 year of experience working at an airport aviation business unit that provides services such as aircraft maintenance, fueling of aircraft, aircraft charter, or flight training, or combination of an airport internship, or 1 years of a college-level course involving airport/aviation administration;
- Knowledge of Federal Aviation Regulations (FAR), preferred;
- Astute oral and written communication and interpersonal skills;
- Exceptional time management, organizational, attention to detail, multi-tasking, problem-solving and follow-through skills.

Qualifications (continued):

- Either hold a Basic First Aid Certificate, or ability to obtain it within the 1st year of employment;
- Either hold a CPR certificate, or ability to obtain it within the 1st year of employment;
- Holder of valid CA driver's license, with a clean driving record;
- Ability to lift up to 50 pounds in weight.

Working Hours:

8:00AM – 5:00 PM Monday – Friday and weekend assignments every fifth week.

Compensation:

\$26.32 - \$32.00 DOE per hour for this full-time, non-exempt position.

Benefits:

Health insurance stipend (\$1,713.00 paid into health insurance and/or 457; Dental; Life Insurance; Short-Term / Long-Term Disability; CalPERS Retirement; 10 vacation days; 12 sick days; 11 public holidays annually.

Location:

Santa Maria, CA – On-Site Position