

TRUCKEE TAHOE AIRPORT DISTRICT

AVIATION AND COMMUNITY SERVICES PILOT & PASSENGER OUTREACH COORDINATOR

POSITION DESCRIPTION

The AVIATION AND COMMUNITY SERVICES PILOT OUTREACH COORDINATOR works as part of a team serving internal and external customers, while reporting to the Director of Aviation and Community Services. The successful candidate will perform multiple tasks of various complexities while accepting guidance, providing input, and developing plans to ensure the success of multiple work units within the Truckee Tahoe Airport District. This position requires the ability to work on multiple, independent programs supporting aviation and community services.

This position interfaces with a wide variety of airport customers, suppliers, and contractors, with professionalism, tact, and courtesy. This person keeps records of work performed, develops, prepares, reviews, and renders a variety of reports to both supervisors and the Board of Directors. The successful candidate directs effort, organizes resources, and reviews work with attention to detail and understands, interprets, and applies Federal, State, and local policies governing operations at a public facility. This individual possesses a strong desire to contribute to the improvement of a premier General Aviation Airport.

The PILOT OUTREACH COORDINATOR will create, manage, measure, and report on pilot outreach programs for the Truckee Tahoe Airport. This candidate will possess a comprehensive understanding of FAA part 91, 91K, and 135 operating regulation. A pilot's license with an instrument rating is required and a commercial certificate is preferred. This position will interface directly with aviators, flight crew members, and passengers including senior aviators such as chief pilots and flight department managers. This person will be responsible for promoting noise abatement procedures, flight procedures, rules, regulations, curfews, incentive programs, and directives authorized by the General Manager and the Director of Aviation & Community Services designed to curb community annoyance from aircraft arrival, overflight, and departure.

This individual will have exceptional communication skills and feel comfortable talking about technical subject matter in a group setting while articulating the finer details related to flight operations and community annoyance. This position requires a high level of organization and autonomy. This position requires travel on a monthly or quarterly basis.

TYPICAL DUTIES (not an all-inclusive list)

- Local pilot outreach to hangar tenants, local student pilots, flight instructors, rental companies, and aeronautical operators such as EMS providers, glider rental / instruction operations, skydiving operators, and other aeronautical service providers.
- Itinerant pilot outreach to visiting pilots, flight crews, and passengers.
- Development of internal pilot outreach methods for District staff members.
- Development of external pilot outreach methods for both private and commercial operators.
- Assure flight data sources such as Jeppesen, Fore Flight, Garmin, and federal publications accurately reflect KTRK procedures, rules, regulations, and safety of flight information.
- Develop methods of data collection that enhance customer contact and communication.
- Attend trade shows to promote KTRK Community Annoyance Reduction from aircraft operations
- Travel is required as part of position.

QUALIFICATIONS

- Pilot license with instrument rating required. Commercial license is desirable. (District may assist in securing commercial license)
- 3 years of aviation experience working in airports, airlines, or flight departments.
- An associates or bachelor's degree from an accredited institution.
- Microsoft Office, Publisher, Adobe suite experience
- Exceptional verbal and written communication skills.

PHYSICAL AND ENVIRONMENTAL FACTORS

Employees perform a wide variety of tasks in both an office and outdoor environment. In the office they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services and telephone and radio communications. Occasionally they will lift packages, office equipment, or furniture. This is a controlled climate environment. When performing operations duties, employees need to be capable of operating heavy equipment with dexterity and concentration. Additionally, they will be required to lift and carry toolboxes, equipment, and bulky items up to 70 pounds. Use of power tools is required for maintenance, so employees must demonstrate the capability to safely operate them. Employees will be required to perform these often strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to climb ladders and walk cross country, be able to occasionally work up to 100' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies. Employees must possess reasonable cardio-vascular health, concentration, sufficient muscular strength, and dexterity.

WORK SCHEDULE / COMPENSATION

This position is an exempt position. The starting wage range for a candidate is \$62,592 per year to \$81,831 per year based on experience and qualification; this position is described in the attached TRUCKEE TAHOE AIRPORT DISTRICT WAGE SCALE ADOPTED 10/1/2015 as AVIATION & COMMUNITY SVC ASSOC III. Advancement opportunity will be dependent upon performance, additional training, responsibility, aptitude, and job description per District policy.

Work schedule will vary. This position works typically from 8:00 AM to 5:00 PM Thursday through Monday during holiday and peak operations periods and traditional work week in non-peak periods. Frequent holiday, and night work is required. Travel monthly or quarterly is required. Reasonable schedule flexibility is required with advance notice to provide coverage for District events and required airport/community engagements.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constituents regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by supervisors. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.