

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

**AIRPORT FACILITY MAINTENANCE MANAGER**

**DEFINITION**

To plan, organize, direct, and coordinate all maintenance, upkeep, repair, and custodial activities of all District buildings, hangars, fuel storage facilities, and beacon towers. Direct work as planned in the District's Airport Facilities Plan. Function as building superintendent and systems manager for all District buildings and associated facilities.

**DISTINGUISHING CHARACTERISTICS**

The Manager level recognizes positions that provide full line and functional management responsibility for an assigned program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director and Supervisors in the Operations and Maintenance Department.

**EXAMPLES OF ESSENTIAL DUTIES** – *Duties may include, but are not limited to, the following:*

Develop and implement program goals, objectives, policies and procedures.

Plan, organize and direct all building repair and maintenance, janitorial, and preventative maintenance tasks and programs.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Manage the District Facilities Maintenance Plan.

Either solely or through supervision of subcontractors, troubleshoot, maintain, replace and repair various building technical systems owned and operated by the District. (HVAC, Fire Alarm Systems, etc.)

Oversee the operation and maintenance of mechanical systems, such as; plumbing, heating, ventilating, air conditioning, steam system, automatic temperature control, and electrical.

Establishes, coordinates and oversees contractors/vendors related to building repair and ongoing maintenance; ensure services and products meet the needs of the District.

Responds to tenant repair and work order requests and rectifies building issues.

Train District staff, and serve as technical expert, on building maintenance and operating systems.

Procures and recommend purchases, cost savings measures, and assists with the development of the budget; may be responsible for inventory control.

Oversees the cleaning and janitorial contractor(s).

May be responsible for maintaining routine and specialized equipment warranties and maintenance agreements for machinery and equipment within District buildings.

Performs weekly, monthly, and quarterly maintenance and safety checks throughout the facility to ensure a safe and clean environment.

Provide technical support the District management as it relates to special projects.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Principles and practices, methods and technical requirements of building repair and maintenance tasks and functions.

Pertinent local, State and Federal laws and regulations.

Principles and practices of project management.

Thorough knowledge of proper safety techniques, and procedures according to District policy.

Basic budgeting procedures and techniques.

Must be generally available and respond to emergency "call-outs."

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Aviation security practices applying to general aviation.

Modern office equipment including use of applicable computer applications.

Principles and practices of customer service.

Ability to:

Use skill in the operation of a variety of hand tools and equipment commonly used in District facilities.

Use Man lift, ladders, hand tools, power tools or other tools needed to complete duties.

Follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.

Team and leadership abilities to include: assertiveness, organization, empathy, enthusiasm, decisiveness, planning, confidence; accountability, effective delegation, perseverance, and credibility

Prepare and maintain accurate and complete records.

Gain cooperation through discussion and persuasion.

**EXPERIENCE AND TRAINING**

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

Experience:

Seven (7) years of progressively responsible experience in building and facility maintenance.

Training:

Graduation from High School.

License and/or Certificates

Preferred but not required. HVAC, Electrical, Plumbing, or other licenses or trade certifications.

**WORK ENVIRONMENT**

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in

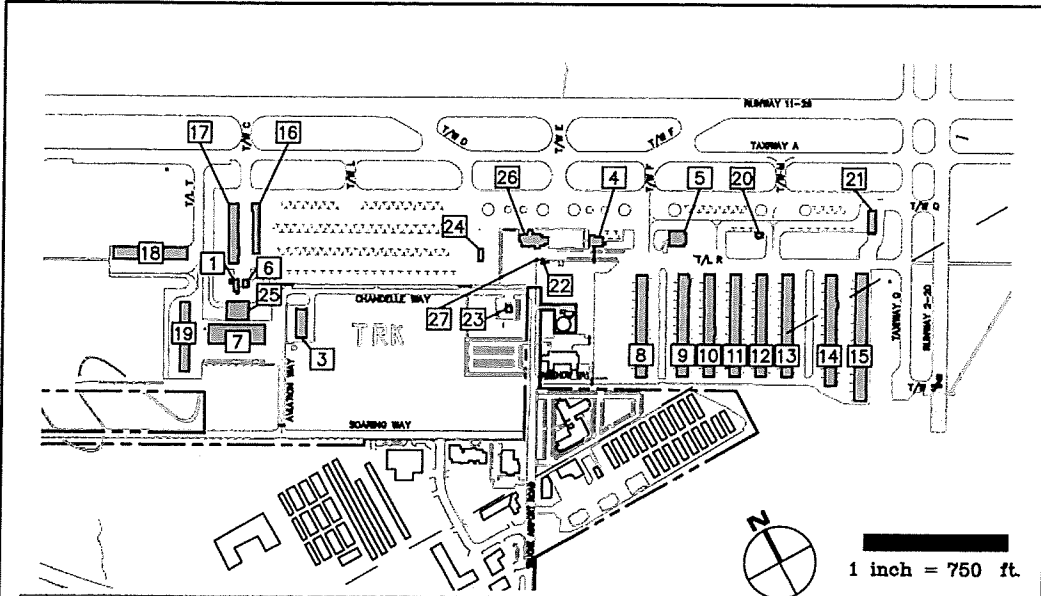
repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus. When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength 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 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

### **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 Managers. 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.

**Truckee Tahoe Airport District**

|  | <b>2012</b>       | <b>2016</b>       | <b>\$ Variance</b> | <b>% Variance</b> |
|--|-------------------|-------------------|--------------------|-------------------|
| <b>Operating Revenue</b>                 | \$ 3,434,495      | \$ 4,297,232      | \$ 862,737         | 25.1%             |
| <b>Cost of Sales</b>                     | \$ (957,595)      | \$ (1,042,335)    | \$ (84,740)        | 8.8%              |
| <b>Employee Wages and Benefits/Taxes</b> | \$ (1,974,321)    | \$ (2,321,496)    | \$ (347,175)       | 17.6%             |
| <b>Total Direct Costs</b>                | \$ (2,931,916)    | \$ (3,363,831)    | \$ (431,915)       | 14.7%             |
| <b>Net Revenue</b>                       | <u>\$ 502,579</u> | <u>\$ 933,401</u> | <u>\$ 430,822</u>  | <u>85.7%</u>      |



| Facility                            | Year Built | Square Feet | Construction Type     |
|-------------------------------------|------------|-------------|-----------------------|
| 1 West Side Modular                 | 1991 ±     | 1,728       | Wood Frame            |
| 2 Accounting Modular (not reviewed) | 2003       | 400         | Wood Frame            |
| 3 Maintenance Building              | 1998       | 9,352       | Metal                 |
| 4 Hangar 2                          | 1966 ±     | 3,126       | Metal                 |
| 5 Hangar 1                          | 1963 ±     | 7,500       | Metal                 |
| 6 Garage                            | 1991       | 1,140       | Metal                 |
| 7 Warehouse                         | 1974       | 30,000      | Metal                 |
| 8 Hangar Row A                      | 1984       | 29,680      | Metal                 |
| 9 Hangar Row B                      | 1977       | 29,680      | Metal                 |
| 10 Hangar Row C                     | 1976       | 29,680      | Metal                 |
| 11 Hangar Row D                     | 1981       | 29,680      | Metal                 |
| 12 Hangar Row E                     | 1981       | 29,680      | Metal                 |
| 13 Hangar Row F                     | 1987       | 29,680      | Metal                 |
| 14 Hangar Row G                     | 1988       | 32,200      | Metal                 |
| 15 Hangar Row H                     | 1991       | 42,250      | Metal                 |
| 16 Hangar Row J                     | 1970       | 8,840       | Metal                 |
| 17 Hangar Row K                     | 1981       | 16,740      | Metal                 |
| 18 Hangar Row L                     | 2005       | 24,304      | Metal                 |
| 19 Hangar Row M                     | 2005       | 18,514      | Metal                 |
| 20 Phoenix Hangar                   | 1985?      | 1,000       | Metal                 |
| 21 EAA                              | 1963?      | 5,043       | Metal & wood          |
| 22 Generator Building               | 1990       | 260         | Metal                 |
| 23 Auto Rental Building             | 1978?      | 570         | Wood Frame            |
| 24 Self Serve Tank                  | 1999       |             | Steel tank            |
| 25 Fuel Farm                        | 1996       |             | Steel tanks & canopy  |
| 26 Admin Building                   | 2012       | 11,556      | Steel, wood, concrete |
| 27 Airport Beacon                   | 1960±      |             |                       |
| 28 Alder Hill Beacon Tower          | 1929       |             |                       |
| 29 Dry Lake Beacon Tower            | 1929       |             |                       |

**ACUMEN  
ENGINEERING  
COMPANY**

ph 530.550.8088  
fax 530.550.8099

Post Office Box 3487  
Truckee, CA 96180

**TRUCKEE TAHOE  
AIRPORT DISTRICT**

AIRPORT FACILITIES

17 JULY 2013