

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

AIRPORT SAFETY, SECURITY, AND COMMUNITY ENGAGEMENT MANAGER

FLSA: EXEMPT

DEFINITION

This position is responsible for planning, organizing, implementing, and managing the District's airport safety, security, Cal/OSHA compliance, and community noise and annoyance programs. This includes responding to public concerns, ensuring regulatory compliance, coordinating training and emergency preparedness, and promoting community engagement strategies that support the Truckee Tahoe Airport District's mission and values.

DISTINGUISHING CHARACTERISTICS

This is a managerial-level position that combines regulatory safety oversight, operational security leadership, and direct public engagement. The role requires technical expertise, strong interpersonal communication, and data analysis skills.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Aviation.

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

- **Airport Safety and Security Management**

Plan, organize, and direct District Safety and Security Management program activities, including aviation and airfield Safety, FAA Compliance, and Cal/OSHA work methods.

Manage Cal/OSHA, ground safety, and airport-specific and hazardous materials programs, including reporting and training, ensuring compliance with regulatory requirements.

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.

Design and manage the airports safety systems including report writing, investigations, data/trend analysis, implementation of hazard mitigations, and policies, processes, and improvements for assigned program activities.

Develop, review, and maintain the Airport Emergency Plan; coordinate with and train local law enforcement, fire, and emergency medical services in preparation for emergencies; plan and coordinate drills.

Oversee the District's stormwater program as it relates to the Industrial Permit and Commercial Operating Permits, including monitoring and training staff, and coordinating and overseeing Spill Prevention, Control, and Countermeasures (SPCC).

Assist and collaborate with the Director of Aviation on airspace and aircraft in flight safety programs.

Assist the Director of Aviation in the event of an aircraft incident; coordinate with and provide information to local, State, and Federal agencies; participate in the investigation to identify and mitigate future incidents.

Assist the District in implementing relevant FAA and TSA Airport Security guidelines.

Act as the District occupational safety manager.

Develop, maintain, and improve access control programs in support of District Rules and Regulations and District Minimum Standards of Conduct.

Manage the District Access Control program to ensure compliance with FAA and TSA airport security guidelines, training, credentialing, and enforcement.

Conduct routine security audits of District property, secure areas, and District-leased premises.

Understand, interpret, and apply Federal, State, and local policies governing operations at a public facility.

Use initiative, within the scope of responsibilities, to enhance customer service and quickly resolve issues.

- **Community Noise Annoyance Response**

Receive, research, and process noise complaints and respond as required to residents' concerns.

Maintain a database of District noise comments, audit for accuracy, and analyze for trends.

Listen to audio recordings of radio transmissions as required for processing noise comments.

Communicate with pilots and District constituents about aviation noise and annoyance.

Work with District staff members to help answer questions related to aircraft operations.

Promote noise abatement procedures, flight procedures, curfews, incentive programs, and directives authorized by the General Manager and the Director of Aviation designed to curb community annoyance from aircraft activity and enhance the overall safety of the airport.

Participate in community outreach activities; receive, research, and respond to annoyance complaints.

Utilize specialized flight tracking systems to build activity reports related to District operations and to respond to community complaints and requests for information.

Prepare and present monthly, quarterly, and annual reports on noise complaints.

- **Administration and Reporting regarding Safety, Security, and Noise**

Researches, analyzes, and develops recommendations on policies, procedures, and administrative issues affecting District operations.

Reviews and proposes revisions to Board policies, administrative procedures, and internal controls to enhance efficiency and compliance with state, federal, and FAA regulations.

Prepares and submits grant applications and reports for FAA Airport Improvement Program (AIP), California state aviation funds, or other applicable funding for responsible programs

Develops scopes of work, requests for proposals (RFPs), and contract documents for professional services.

Monitors vendor performance and ensures compliance with public contracting laws and District standards.

Develops project timelines, tracks milestones, and prepares reports for executive staff and the Board of Directors.

Compiles and analyzes operational data to inform decision-making in areas such as noise abatement, customer service, or aircraft operations.

Supports performance management, strategic planning, and continuous improvement efforts across departments.

Assists in the development and delivery of staff training, and internal communications.

Prepares clear, concise reports, dashboards, and presentations for internal and external stakeholders.

Coordinates public outreach efforts, surveys, or informational campaigns related to District initiatives.

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 of aviation, airfield operations, and FAA defined safety practices.

Pertinent local, State, and Federal laws and regulations.

Cal/OSHA and FAA rules and regulations.

Safe work practices.

Budgeting procedures and techniques.

Grant funding processes, particularly FAA Airport Improvement Program (AIP) and California transportation or aviation grants.

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

Environmental compliance and noise abatement program frameworks (preferred but not required).

Project management principles, including planning, scheduling, resource allocation, and reporting.

Advanced functions of Microsoft Excel, including formulas, pivot tables, conditional formatting, data validation, and chart creation.

Data analysis techniques and best practices for organizing, interpreting, and visualizing data using spreadsheets.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions, programs, project, and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and activities related to the District's aviation, airfield safety, OSHA compliance, and security programs.

Perform a variety of technical duties in support of noise and annoyance and abatement.

Interpret, explain, and apply laws, regulations, policies, and procedures to specific problems or situations.

Train employees, implement, and direct occupational and aviation safety program activities.

Collect, analyze, and interpret complex data sets, and prepare clear and concise reports and recommendations.

Prepare and present reports to senior management, advisory committees, and to the Board of Directors.

Lead investigations and incident response.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Coordinate multiple projects simultaneously while meeting deadlines and maintaining accuracy and attention to detail.

Continuously, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Operate and use modern office equipment, including computers, applicable software, and modern business equipment.

Continuously sit at desk for long periods; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Read, write, and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar, and punctuation.

Communicate clearly and concisely, both orally and in writing, including the preparation and delivery of public presentations.

Work independently and exercise sound judgment in performing duties and making decisions.

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

Contribute effectively to the accomplishments of District goals, objectives, and activities.

Adapt to changing priorities, new technologies, and evolving public agency practices.

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:

Five years of progressively responsible experience in aviation safety, airport operations, accident/safety investigations, community relations, or a combination thereof.

Training:

Equivalent to a bachelor's degree in aviation management, Safety, Communications, or a related field. Relevant certifications (e.g., AAAE ACE – Operations, OSHA 30-Hour, or Private Pilot's License) are highly desirable.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license. Private Pilot's License is highly desirable. Airport Certified Employee (ACE) – Operations certification through AAAE is highly desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work, and work stations are equipped to mitigate exposure to computer/keyboard-related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two evening Directors' meetings per month, and one to two other subcommittee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the work day. May be recalled during emergencies, and be required to work occasional weekends/holidays.

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 representing the District to customers, the public, other government entities, and other external sources.