



## TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

[WWW.TRUCKEETAHOEAIRPORT.COM](http://WWW.TRUCKEETAHOEAIRPORT.COM)

## DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

GREG HORVATH

TERESA O'DETTE

KAT ROHLF

### TRUCKEE TAHOE AIRPORT DISTRICT NOISE ANNOYANCE AND EVENT COORDINATION TECHNICIAN NON-EXEMPT

FULL-TIME SEASONAL

APRIL 1, 2026 – SEPTEMBER 30, 2026

Wage: \$29.17 – \$40.10/hour

OPEN UNTIL FILLED

The Truckee Tahoe Airport District (TTAD) is seeking a highly organized, community-focused professional to join our team as a seasonal NOISE ANNOYANCE AND EVENT COORDINATION TECHNICIAN.

This seasonal position offers a unique blend of responsibilities: supporting one of the region's signature aviation events, the Truckee Tahoe Airport District's Airshow and Family Festival, and serving as key point of contact for aircraft noise response and community outreach during the busy summer aviation season. From spring planning meetings to summer data analysis and resident communications, this role plays an important part in maintaining strong relationships between the airport and its community members.

**What You'll Be Doing:** In the spring and early summer, you will provide administrative and logistical coordination support for District-sponsored events, including the Airshow & Family Festival. You'll work closely with vendors, volunteers, partner agencies, and internal staff to help ensure events are well organized, well communicated, and professionally executed. This includes tracking applications and agreements, supporting permit coordination, assisting with scheduling and logistics, and providing on-site event support.

As the summer aviation season ramps up, your focus will shift toward aircraft noise response and community engagement. You will receive and research noise complaints, utilize specialized flight-tracking systems, maintain and analyze data, and prepare reports that help the District understand trends and respond appropriately. You will communicate professionally with residents, pilots, and stakeholders, often in situations that require patience, tact, and sound judgment. This is a highly visible role that requires strong attention to detail, advanced Excel skills, and the ability to manage multiple priorities in a fast-paced environment.

**The Ideal Candidate:** The successful candidate will bring experience in aviation support, event coordination, customer service, or a related field. You should be comfortable working with data, building reports, and analyzing trends using advanced Excel functions such as pivot tables and formulas. You must also be confident communicating with the public, including individuals who may be frustrated about aircraft noise, and able to maintain professionalism and composure in all interactions.

At TTAD, we are committed to operational excellence, safety, and meaningful community engagement. This role offers the opportunity to contribute to both, helping deliver a high-quality public event while supporting responsible aviation noise response throughout the summer season.

If you are organized, adaptable, community-minded, and interested in working in a dynamic aviation environment, we encourage you to apply.

Applicants must have a valid driver's license with no uninsurable convictions. While performing the duties of this job, the employee is required to stand, sit, demonstrate manual dexterity, and lift objects up to 10 - 40 lbs. This position includes both indoor administrative work and outdoor event support. Evening, weekend, and holiday work may be required, particularly in support of special events and public meetings. The role may involve walking on uneven terrain and remaining on your feet during lengthy event operations.

This position will work eight (8) hours a day, Monday – Friday and will report to the Director of Aviation.

**Application Information:**

The Truckee Tahoe Airport District is a drug-free workplace. A job offer is subject to successfully passing a pre-employment physical and drug screening. A District employment application is required. Applications are available at [www.truckeetahoeairport.com/administration/hr](http://www.truckeetahoeairport.com/administration/hr). Please email your application, resume, and current copy of your DMV driving record to the District's Human Resources Manager, Lauren Tapia: [Lauren.Tapia@truckeetahoeairport.com](mailto:Lauren.Tapia@truckeetahoeairport.com) or fax your application to (530) 587-2984. If you wish to mail your application packet: Truckee Tahoe Airport District, Attn: Human Resources, 10356 Truckee Airport Road, Truckee, California 96161. **POSITION IS OPEN UNTIL FILLED.**

*Truckee Tahoe Airport District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*