



## **TRUCKEE TAHOE AIRPORT DISTRICT**

### **DIRECTOR OF OPERATIONS & MAINTENANCE**

\$147,133 - \$191,273

*Exempt Annual Base Salary*



**TRUCKEE  
TAHOE  
AIRPORT**

SUSTAINABLE AVIATION FUEL

## About Truckee and North Lake Tahoe

World renowned for its pristine environment and outstanding recreation, the Truckee and North Lake Tahoe communities are a wonderful place to live, work and play! The crystal-clear waters of North Lake Tahoe and Truckee's rich history make for a truly one-of-a kind environment that offers something for everyone.

The region provides a small-town atmosphere with a safe respite from big city living. At an altitude of roughly 6000', Truckee/North Lake Tahoe offers clean air and water, and an outstanding quality of life. Superb recreation lies just outside your door with internationally recognized downhill and cross-country ski areas, water sports of all types, golf, hiking, and biking opportunities for every ability. The region receives about 245 days of sun and 200" of snow a year. People of all ages have enjoyed living and raising their families in Truckee's wonderful Tahoe Truckee Unified School District with its five elementary schools, two middle schools, two high schools, and two alternative schools.

Few mountain environments lie in such proximity to the opportunities and services of major metropolitan areas. Truckee/Lake Tahoe region is approximately 180-200 miles northeast of the San Francisco Bay Area, 100 – 120 miles northeast of Sacramento, and 30-45 miles southwest of Reno, NV

## The Airport

Truckee Tahoe Airport is an FAA designated public Regional General Aviation Airport. It is situated in Martis Valley approximately two miles southeast of Truckee, California and seven miles north of Lake Tahoe. The airport straddles both Nevada County and Placer County lines and is managed by the Truckee Tahoe Airport District, a bi-county Special District, (1 of 9 Special Airport Districts in California). It attracts aviators, tourists and the general public alike, all looking to enjoy the outdoor Sierra Mountain lifestyle and aviation in general.

The incorporated Town of Truckee lies directly to the northwest with the town boundary wrapping around the west and north sides of the airport property. Airport facilities are predominantly in Nevada County, but the southern ends of the runways and about a third of the contiguous airport property lies within Placer County.

Founded in 1958, the 425 square mile Truckee Tahoe Airport District (TTAD) was formed by vote of the people. The Truckee Tahoe Airport (KTRK), managed by the Truckee Tahoe Airport District (TTAD), is the largest general aviation airport in the Truckee Tahoe region. The District is managed by a general manager and professional staff with oversight from a publicly elected board of five residents of the District. The Airport is funded by local airport commercial enterprises such as fuel sales, aircraft service and fees, building and hangar leases, local property tax and grant funding through both State and Federal governments. In 2023, there were 30,140 operations. There is a voluntary curfew between 10pm - 7am each night. The Airport is attended seven (7) days a week, 7:00 AM – 9:00 PM. Snow removal equipment is operated round-the-clock as needed.

As part of its Sustainability and Greenhouse Gas reduction programs, the Truckee Tahoe Airport District set a goal July of 2022 to increase the percentage of its Jet-A from 10% to 25% Sustainable Aviation Fuel (SAF) mix by the end of the year. In 2023, the District set a new target of 75% SAF fuel mix with a goal of gradually increasing the percentage sold to 100%. Starting in 2024, all aviation jet fuel sold by the Truckee Tahoe Airport District will be SAF, offering a 23% reduction in carbon emissions per gallon compared to traditional Jet-A fuel over the entire life cycle.

The Truckee Tahoe Airport District is constantly striving to be an excellent example of a local agency government. The following is the Mission of the District: *The Truckee Tahoe Airport District aims to provide safe, high quality service and facilities, reduce impact on airport neighbors and the environment, and invest in opportunities that*

*benefit to the entire Truckee Tahoe region.*

In addition to providing aviation services, the Truckee Tahoe Airport District supports community programs, initiatives, and organizations, makes its facilities and land available for community use, serves as a base for emergency services, and makes sizable investments in the communities it serves. As part of its “open space” campaign, the District also owns neighboring land consisting of 1,500 acres at Waddle Ranch and 18 acres at Ponderosa Golf Course operated by the local park and recreation district.

### THE POSITION

The Director of Operations and Maintenance is a single-position management classification that is responsible for duties that are administrative/managerial and complex in nature, involving highly technical functions. This position has broad management authority for the day-to-day operations of the Operations and Maintenance Department. The Director will receive policy direction from the General manager, and exercises direct supervision over three (3) O&M Supervisory Staff and nine (9) O&M Technicians.

The Director of Operations and Maintenance is required to attend the District’s monthly (evening) Board meetings, as well as Special Board meetings and workshops.

### IDEAL CANDIDATE

The ideal candidate should have the ability to Develop, plan and implement department goals and objectives; directly related to District Strategic Plan; administer policies and procedures as they relate to Operations and Maintenance Department activities. Direct, oversee and participate in the development of department work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures. Coordinate assigned activities with those of other District departments and with outside agencies and organizations; provide staff

assistance to the General Manager and Board of Directors; prepare and present reports and other necessary correspondence. Oversee and manage the Districts aviation and ground fuel programs, including detailed understanding of sustainable aviation fuels, and alternatives to low lead emissions AvGas.

The District is also seeking a candidate that possesses an advanced skill set to train, lead, mentor, motivate and evaluate their direct personnel. In addition, the ideal candidate will possess a strong teamwork mentality and the ability to function as part of the executive leadership team.

### KNOWLEDGE OF

Advanced Principles and practices related to the operations, maintenance, and management of a general aviation airport. Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures. Advanced project management practices. Knowledge of principles and practices, methods and technical requirements of airport management, organization, administration, and operations of related facilities. As well as, Principles and practices of leadership, motivation, team building, conflict resolution, and performance evaluations.

### ABILITY TO

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues. Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions. Ability to express thoughts effectively to encourage productive dialogue and generate useful information both verbally and in writing. Be a skilled leader and manager with the ability to motivate and develop staff.

## EDUCATION AND TRAINING

### **Experience:**

Five (5) years of increasingly responsible experience in airport operations/management, including ten (10) years of administrative, management and supervisory experience. Successful experience interacting with governmental compliance agencies such as the FAA. Proven leader of effective and efficient teams.

### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

### **License and/or Certificates**

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid Pilots license (certificate) desirable.

Project Management Professional (PMP) certification desirable.

Possession of, or ability to obtain a Certified Member (CM) designation by the American Association of Airport Executives (AAAE) within 24 months of first day of employment.

## COMPENSATION AND BENEFITS

TTAD is proud to offer a competitive salary and benefit package, including:

- Retirement CalPERS 2.0% @ 62 PEPRA formula for employees new to the CalPERS system, 2.0% @60 or 2.7% @ 55 Classic formula for employee's doing a reciprocal transfer. Five year vesting required. The District also offers a Self-Funded 457b Retirement Plan with a 7% employer match.
- Health Benefit Insurance: Health, dental and vision insurance is provided for the employee and their families with 100% of the monthly premium costs paid by the District.
- Vacation Leave: Per the discretion of the General Manager (minimum: 160 hours/year Maximum: 240 hours/year). Cap is 240 hours per year.
- Holidays: 12 paid holidays annually.
- Sick Leave: Accrual of 12 days per year.
- Military Leave: In compliance with Military and Veteran's Code, section 395 et. Seq.
- Group Term Life Insurance: Paid by District.
- Long Term Disability Insurance: Paid by District.
- Employee Assistance Program (EAP): For the Employee and dependents.
- Clothing, Fitness, and Cell Phone Allowance.

To be considered for this exciting opportunity, please submit a cover letter, resume, job application and a current DMV driving record.

The position is: **OPEN UNTIL FILLED**

The Application Form as well as complete Job Description can be found on our website at <https://trucketahoeairport.com/administration/hr>

Application packets will be screened relative to the criteria outlined in this brochure and job description.

Candidates with the most relevant experience and qualifications will be invited to an interview.

For more information, please contact Lauren Tapia, Human Resource Manager, 530-587-4119 x143 or [Lauren.Tapia@trucketahoeairport.com](mailto:Lauren.Tapia@trucketahoeairport.com)