



OCTOBER 2025
FLSA: EXEMPT
Bargaining Unit: SU
JCN: 6505

AIRPORT OPERATIONS OFFICER

DEFINITION

Under general direction of assigned management, oversees the day-to-day operation, safety, and security of the County's airport system; coordinates, supervises, and directs airport staff and contractors, and performs operational duties; conducts airfield inspections, facilities upkeep, snow removal, fueling, and regulatory tasks; coordinates with the Facilities Division on grant-funded capital projects, and arranges building maintenance, repair, and grounds maintenance, provides services for airport clients, prepares and monitors operating budgets, and ground and hangar leases and prepares related reports; serves as the division's technical resource on Federal Aviation Administration (FAA) and Caltrans Division of Aeronautics requirements; and performs related duties as assigned. Directs airport safety and security; assists in the enforcement of airport regulations and the implementation of emergency response procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff. Provides and performs advanced technical and functional guidance to airport operations employees, consultants, and contractors. Exercises general direction and supervision of designated professional, technical, or administrative staff on a project-specific or day-to-day basis.

CLASS CHARACTERISTICS

This is an advanced-level supervisory class that links daily airport operations with higher-level administrative and operational responsibilities. The incumbent coordinates airside and landside activities, provides technical leadership to staff, administers budgets, leases, and grants, serves as the primary resource for airport regulations, and performs hands-on operational tasks.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, directs, and performs airside and landside operations, maintenance programs, and customer services for County-owned airports; establishes goals, objectives, policies, and work standards.
- Selects, trains, supervises, and evaluates operations and administrative staff; provides technical guidance and verifies adherence to safety and security protocols.
- Administers operating and capital budgets; develops revenue forecasts; recommends fee schedules; and monitors the Airport Enterprise Fund.
- Negotiates, executes, and tracks hangar, tie-down, concession, and commercial leases; verifies equitable rates, compliance, and timely renewals.
- Develops long-range airport business and master plans; conducts complex operational and financial analyses; presents findings and recommendations to leadership, commissions, and the Board.
- Assists aircraft operators in parking and tie-down activities; performs fueling or tie-down services when staff are unavailable, including collecting and recording fees as needed.
- Directs and conducts routine safety and security checks of airport grounds, facilities, and buildings; reports and/or corrects problems to ensure safe operation of the airport.
- Accepts fuel deliveries; monitors fuel quality and inventory; checks fueling equipment.
- Oversees and assists with airfield maintenance on an incidental basis, such as changing or repairing runway and taxiway lights, sweeping, or drainage clearing, when coverage is required.

- Keeps records and maintains various files related to the work performed; uses a radio to receive and dispatch information such as weather and runway advisories.
- Performs maintenance checks on airport buildings, facilities, and equipment; performs brush clearance and grounds keeping work, custodial work; coordinates construction and repair work with contractors.
- Orders and maintains an adequate inventory of materials and supplies.
- Assists with capital improvement projects and grant funding (e.g., FAA Airport Improvement Program); prepares applications, manages schedules, and tracks reimbursement.
- Verifies compliance with FAA regulations, Transportation Security Administration (TSA) security directives, environmental requirements, and County ordinances; maintains the Airport Emergency Plan and Minimum Standards.
- Conducts complex studies and prepares reports on operational efficiency, revenue enhancement, facility development, and policy issues; presents findings to executive staff, boards, and stakeholders.
- Serves as primary liaison to tenants, pilots, community organizations, Caltrans Aeronautics, FAA, adjacent counties, and internal County departments.
- Directs emergency and irregular-operations response, including aircraft incidents, hazardous materials spills, snow removal, and wildfire support; may serve in the Emergency Operations Center.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of airport management, operations, services, maintenance, safety, and security.
- Methods, practices, materials, tools, vehicles, equipment and supplies used in the maintenance and repair of airport buildings, equipment, facilities and grounds.
- Occupational hazards, safe work methods, and safety equipment and practices related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Federal Aviation Regulations, FAA advisory circulars, state aeronautics codes, and environmental and land-use laws applying to general-aviation airports.
- Public-sector budgeting, accounting, and grant administration.
- Lease negotiation, contract law, and property-management techniques.
- Organizational development, personnel supervision, and training practices.
- Facilities planning, construction, and asset-management principles.
- Methods for effective public relations, providing a high level of customer service, and stakeholder engagement.

Ability to:

- Plan, coordinate, and evaluate comprehensive airport programs and supervise staff.
- Interpret, apply, and enforce complex regulations and technical standards.
- Prepare, monitor, and administer budgets and capital plans.
- Administer leases, service agreements, and grant activities; recommend contract terms and adjustments.
- Analyze administrative, operational, and financial issues and recommend sound solutions.
- Remain calm, make rapid decisions, and direct others in emergency situations.
- Conduct safety and security checks to identify problem situations.
- Fuel aircraft safely and efficiently.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Providing radio assistance to pilots, including information, weather advisories and emergency response as needed.
- Prepare clear, concise reports, presentations, and correspondence for technical and non-technical audiences.
- Establish and maintain cooperative working relationships with diverse stakeholders.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying, however, education may not solely substitute for the required experience.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in aviation management, business, or public administration, transportation planning, or a closely related field; and five (5) years of increasingly responsible airport operations or business-management experience, including at least two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and to inspect airport facilities in the field; strength and stamina to perform light to medium physical work, operate vehicles, and respond to emergencies; vision to read printed material and conduct airfield inspections; and hearing and speech to communicate in person and over radios/telephones. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must be able to walk long distances on uneven surfaces, climb ladders, and lift and carry materials and equipment weighing up to 50 pounds. Reasonable accommodations will be considered on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Work is performed in an office environment and outdoors in all weather conditions, near moving aircraft, vehicles, and equipment, and around fumes, dust, noise, and mechanical hazards.

WORKING CONDITIONS

Requires availability for after-hours, weekend, holiday, and on-call response; rotational duty coverage during emergencies or special events; and occasional travel for training and meetings.