



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Airport Operations Driver

REPORTS TO: Airport Operations Assistant Manager

STATUS: Non-exempt, Full-Time

UPDATED: November 2019

DEPT: Airport in the Sky

POSITION SUMMARY:

The Airport Operations Driver operates the Wildlands Express or chartered bus services for the Catalina Island Conservancy, using designated routes and according to specified time schedules in a safe and courteous manner. The Airport Operations Driver also performs light maintenance and custodial work on the vehicles, terminal and airport facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to:

- Provide excellent customer service.
- Operates an Airport Operations bus or passenger van.
- Assists bus passengers with luggage.
- Maintains safe operating procedures at all times.
- Conducts a visual check of the vehicle's brakes, tires, lights, oil, fuel, water supply and windshield wipers, first aid kits, fire extinguishers and emergency reflectors.
- Submits accurate and complete daily inspection reports.
- Performs a variety of semi-skilled and skilled tasks in the maintenance and repair of airport facilities, buildings and equipment.
- Inspects runway lights and pavement for needed repairs or replacement; replaces lamps and lighting fixture components; seals pavement cracks.
- Removes debris from runways and ramps.
- Performs a variety of grounds maintenance duties.
- Inspects, adjusts, lubricates and performs minor repairs to terminal mechanical equipment.
- Cleans, repairs, and refinishes woodwork, walls, ceilings and other surfaces.
- Collects and accounts for landing, tie-down fees, and bus fares.
- Conducts ramp checks for overdue aircraft.
- Dispatches scheduled and chartered busses, and coordinates pickup and drop off times for passengers.
- Communicates with inbound and outbound aircraft via the Unicom to provide airport advisories.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- Customer service.
- Safe working practices and procedures.
- Operation of office equipment i.e. phone, fax, cash register, radios, point of sale system and computer.
- Methods, practices, tools and equipment used in electrical, mechanical, and custodial work.

ABILITY/COMMUNICATIONS/INTERPERSONAL SKILLS:

- Safely operate passenger vans and busses.
- Work weekends, holidays and overtime as required.
- Assess weather conditions quickly and ensure bus passenger safety.
- Communicate orally and in writing in the English language so as to be able to read road signs, give reports and communicate effectively with both the public and members of law enforcement.
- Hear in a normal range.
- Work in a variety of weather and environmental conditions with exposure to the elements, dust, and extreme heat and cold temperatures.
- Perform semi-skilled and skilled work in a variety of buildings and grounds maintenance work.
- Operate and maintain a variety of hand and power tools.
- Establish and maintain effective working relationships with staff, tenants, airport users, FAA staff and the general public.

EDUCATION/EXPERIENCE:

High School diploma or GED is required. Minimum of 1 – 2 years driving experience required.

Licensing and Other Requirements:

- A valid driver's license with no major driving citation in the last 39 months is required for all driving positions.
- Individuals in this classification must have a Class B Commercial Driver's license with a passenger and air brake endorsement; Failure to obtain and keep Class B requirement will result in termination of employment.
- Driver's license must be current with no restrictions at all times.
- Individuals in this classification are subject to a pre-employment Department of Transportation (DOT) physical, plus drug and alcohol testing; individuals in this classification are subject to random, unannounced drug and alcohol testing after employment to comply with DOT Regulations.
- Current First Aid/AED/CPR certification preferred.
- Must maintain current Medical Examiner's Certification in accordance with Federal Motor Carrier Safety Regulations.
- Continued education on current State/Federal DOT Laws and safety procedures.

DEMANDS:

- **Employee must live and work on Catalina Island**
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position involves functioning in all weather conditions outdoors. The employee must regularly lift and/or move up to 50 pounds. Safely drive a van or bus for extended periods of time on uneven, narrow winding mountain roads. Specific vision abilities required by this job include close, distance, and color vision, depth perception, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work location is at Airport in the Sky, Avalon, CA. Field conditions are strongly weather dependent and may be windy, hot, dusty, cold, muddy and/or wet depending on season and the degree of exposure. Smoking is allowed only at limited designated field sites (during required breaks and meal period).

To be considered for this position, submit your resume to:

jobs@catalinaconservancy.org - Please be sure to put the job title in the subject line.