



CITY OF CALEXICO

CLASS TITLE: UTILITY SERVICES COORDINATOR

MONTHLY: \$4,432 – \$5,387

RANGE: G-30

BASIC FUNCTION:

Under the direction of the Public Works Director, oversee and participate in City airport operations and activities including fuel, inventory, accounting and record-keeping functions; coordinate communications, information and staff to assure smooth, safe and efficient airport activities; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in City airport operations and activities including fuel, inventory, accounting and record-keeping functions; monitor, assess and adjust activities in response to public airport needs; assure airport activities comply with established policies and procedures.

Coordinate communications, information and staff to assure smooth, safe and efficient airport activities; answer the Unicom radio, respond to inquires and provide information related to the airport, facilities, fees and services; advise pilots of weather conditions and runway use.

Train and provide work direction and guidance to assigned part-time employees; assign employee duties and review work to assure accuracy, completeness and compliance with established standards and procedures; interview applicants and recommend hires as directed.

Prepare and process requisitions and purchase orders; type, generate and distribute hangar invoices and fuel statements to local tenants; monitor and update accounts to reflect income and expenditures; maintain, balance and reconcile cash, credit and fuel accounts; prepare daily sales journals.

Oversee and participate in the fueling of customer airplanes; bill customers for fuel dispensed; charge customers by cash, credit or fuel accounts and assure proper collection and accounting of fees; process and verify accounts receivable checks; prepare and distribute deposits.

Compile information and prepare and maintain a variety of records and reports related to fuel, inventory, accounts, income, expenditures, accidents, incidents, daily landings, meter readings, inspections and assigned activities.

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Monitor inventory levels of airport fuel and supplies; order, receive and maintain adequate inventory levels of fuel and supplies; assist in assuring expenditures comply with established limitations.

Inspect runway, terminals and airplane hangers for maintenance and safety issues; communicate with appropriate department for maintenance needs; enforce airport rules and regulations.

Assist in the development and preparation of the annual preliminary airport budget; review budgetary and financial data; recommend budget allocations and prepare revenue proposals.

Oversee and participate in the operation of fuel trucks; utilize standard office equipment including a computer; arrange for vehicle and truck maintenance and repairs as needed.

Oversee and participate in the coordination of airport projects funded by the FAA or the State Aeronautics Division.

Participate in a variety of other assigned activities such as observing airport inspections, assisting with applying for airport grants, and providing field trip activities to local schools and organizations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General airport operations, regulations and terminology.
- Basic general accounting, budget and business functions of an airport.
- Aircraft fueling procedures.
- Operation of a computer and assigned software.
- General methods, procedures, and terminology used in accounting work.
- Basic financial and statistical record keeping techniques.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Principles of training and providing work direction and guidance.
- Record-keeping and report preparation techniques.
- Inventory practices and procedures.

ABILITY TO:

- Oversee and participate in City airport operations and activities including fuel, inventory, accounting and record-keeping functions.
- Coordinate communications, information and staff to assure smooth, safe and efficient activities.
- Train and provide work direction and guidance to assigned staff.
- Oversee the fueling of customer airplanes and bill customers for fuel dispensed.
- Maintain records and prepare reports.

Learn, interpret, apply and explain airport policies, procedures, laws, rules and regulations.
Work independently with little direction.
Monitor and maintain adequate inventory levels of airport fuel and supplies.
Verify, balance and adjust accounts.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Maintain current knowledge of program rules, regulations, requirements and restrictions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years related clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment.
Noise from equipment operation.
Moderate exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting and standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
Seeing to read a variety of materials and observe airport operations.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Walking.

HAZARDS:

Working on ladders or scaffolding.
Fumes from equipment and aircraft operation.