

**AIRPORT CARETAKER**  
Part-Time Permanent

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under general supervision of the Airport Manager, the Airport Caretaker is responsible to plan, organize and carry out security and general maintenance operations at the Mendota Airport; and to perform related work as required.

**SUPERVISED BY:** Airport Manager

**JOB SCOPE:** Supervisory Responsibilities: None.

**PRINCIPAL DUTIES AND CHARACTERISTICS:**

Plans, organizes, and conducts security and general maintenance operations at the William Robert Johnston Municipal Airport, including: conducting security patrols of airport facilities, checking for fire, trespassers, unauthorized personnel, lighting, and unsecured locks; report irregularities to Airport Manager and/or Police Department, depending on severity; safeguard assigned area including buildings, equipment, property and personnel; maintaining logs of incoming air and ground traffic, perform minor maintenance; cleaning; yard work; respond to inquiries from the public and general aviators; must join the Mendota Promotores and oversee the Community Garden, ensuring protection and control over access; perform other duties as assigned.

**THE IDEAL CANDIDATE**

The City is seeking an individual with the following professional capabilities: experience as a caretaker or security guard, able to communicate effectively, both orally and in writing, with the Airport Manager, general aviators, City personnel, and general public.

**EDUCATION AND EXPERIENCE**

Any equivalent combination of experience and education that demonstrates the ability to perform the duties of the position is qualifying.

Education: Graduation from High School and possession of a California security guard certification (also called a guard card) is desirable.

Experience: Any combination of training and experience which demonstrates ability to perform the duties as described.

**SKILLS, KNOWLEDGE, ABILITIES, AND SPECIAL REQUIREMENTS**

**LICENSES REQUIRED:**

- Possession of a valid and appropriate California Driver's License and a good driving record;

**KNOWLEDGE OF:**

- General security procedures and practices;
- Minor maintenance practices;
- Appropriate safety precautions and procedures.

**ABILITY TO:**

- Prepare written reports, logs, and documentation as needed.
- Analyze situations quickly and objectively to determine and take appropriate action.
- Identify potential hazards and take preventative action.
- Read, write, and speak both English and Spanish fluently.
- Maintain good working relationships with other City personnel, regulatory agencies, and the general public.
- Pass a medical physical examination, drug test, and background check
- Meet the City's driving standards.
- Stand, squat, sit, bend, twist, and reach regularly.
- To lift from 0 to 100 pounds regularly.
- Make visual and auditory observations.
- Operate equipment used in the course of duties.
- Work out doors in all weather conditions.

**COMPENSATION**

This position is compensated through the provision of living quarters at the Mendota Airport. There is no monetary compensation for this position.