

POSITION DESCRIPTION

Class Title: **Airport Maintenance Technician #2**
Department: **Airport**
Division: **Airport**

Date: **02/21/2018**
Grade Number: **1**
Seasonal P/T

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of the Airport Grounds, Building and Equipment

SUPERVISION RECEIVED

Works at the direction and guidance of the Airport Manager, but works independently most of the time

SUPERVISION EXERCISED

This position does not have any supervisory role

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance Tech #2 enjoys primary responsibility of Airport Lighting, Fuel Quality Assurance, and maintaining Airport Facility Readiness for Aviation Business. Maintenance Tech #2 is also responsible for performing routine maintenance of the equipment needed to fulfill this responsibility. Working with Airport Manager, Maintenance Tech #2 will ensure supplies are on hand as needed to perform required tasks, and assist in planning for future equipment maintenance, replacement, improvement or storage.

A four day work week is planned, weather dependent. Initially 2 days will be spent clearing the fence line working with Maintenance Tech #1, 1 day will be spent Mowing, and 1 day of Airport Facility Maintenance. After completion of the Fence Line Clearing Project, Maintenance Tech #2 will assume complete responsibility for Airport Readiness 4 days per week. (fence clearing project will include removal of old road which lead to dump behind Airport property)

Maintenance Tech #2 will develop a regular schedule of maintenance as required, and may be asked from time to time to assist with other tasks at the Airport, time, workload, and schedule permitting. Maintenance Tech #2 will develop written policies and procedures for all their Airport Maintenance jobs, and equipment.

Other tasks may include:

- Performing minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Performing minor electrical repairs in addition to Airport Lighting
- Planting lawns, trees, shrubs, flowers, or applying fertilizers and chemicals to such
- Daily lighting checks, bulb or part replacement, and minor repairs as needed
- Periodic Fuel checks including daily, weekly, monthly, semi-annual, annual as required.
- Cleaning rain gutters, minor masonry work including stone, brick or concrete
- Collects and disposes of waste from buildings and grounds; picks up litter from premises.
- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various programs and events, helps prepare facilities as required for events. May be asked to shift work days / hours to help prepare for, or staff events.
- Training other Airport personnel on the proper, safe operation and maintenance of equipment and systems. Attending self improvement training as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

(A) Knowledge of equipment, materials and supplies used in building and grounds maintenance; Knowledge of equipment and supplies used to do minor repairs; Knowledge of first aid and applicable safety precautions.

(B) Skill in operation of tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Must have the ability to obtain a valid driver's license if required. Must have the ability to obtain certification to operate equipment as required.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, backhoes, dump trucks, 'gators', chainsaws, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools, carpentry, painting, plumbing, electrical, and cement finishing work, filtration devices, gauges, etc.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee may occasionally work in high places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment may be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Human Resource Manager

Director of Administration

Director of Law