

City of Victorville Position Description

AIRPORT MAINTENANCE SPECIALIST

DEFINITION

Under general direction, may plan, coordinate, organize, direct, and perform a variety of skilled maintenance and repair tasks of building structures, equipment, municipal facilities, and utility distribution systems; may supervise and direct the work of subordinates; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level skilled class and reports to the Airport Operations Supervisor or their designee. Employees in this class combine skilled work performance and may supervise subordinates. Work is performed under general supervision while following established policies, procedures, and safety regulations and guidelines. This position may specialize and be completely competent in any one or more of the following: Electrical and mechanical maintenance, which includes heating and air conditioning systems, utility distribution, electrical distribution systems, including street lighting systems, high-voltage, and field lighting systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains, services, and repairs technical and complex airfield systems and equipment; HVAC and lighting systems and computerized access systems; electrical and mechanical systems, including heating and air conditioning systems; utility and electrical distribution systems, including street lighting systems and high voltage and Geld lighting systems; replaces lamps in runway, taxiway, and aircraft parking apron lights in accordance with FAA regulations and Advisory Circulars; accurately interprets and applies the NEC codebook, all Federal, State, local laws, rules and regulations; reads and interprets blueprints, plans, and specifications; estimates time, labor, and material costs and maintains accurate records; performs accurate mathematical calculations; directs the installation, repair, and remodeling of structures and buildings; may train, supervise, and direct the work of crews engaged in operating various power tools and equipment; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates City vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Training & Experience – Graduation from high school, or GED equivalent, and three years of journey-level experience in electrical and mechanical maintenance, which includes heating and air conditioning systems, utility and electrical distribution systems, including street lighting systems, high-voltage and Geld lighting systems. One year of experience must be in a leadworker capacity. Supplemental courses in supervision or management highly desirable. **Knowledge & Abilities** – **Knowledge of:** Theories, principals, equipment, tools, methods, and materials used in electrical and mechanical maintenance, including heating and air conditioning systems; utility and electrical distribution systems, including street lighting systems, high-voltage and field lighting systems; occupational hazards and safety precautions; current applicable National Electrical Code and Occupational Safety and Health Act (O.S.H.A.) regulations, and the State of California Public Utilities Commission General Orders No. 95 and 128; Federal Aviation Administration airport electrical rules and regulations, and pertinent Federal, State, local laws, codes and regulations and general principals of supervision. **Ability to:** Use all tools of the trade; read and interpret plans, drawings, specifications, diagrams, blueprints for electrical installations and facilities; accurately interpret and apply the NEC codebook, all federal, state, and local laws, rules, and regulations; perform calculations necessary to determine and balance electrical loads; modify, alter, and repair electrical and mechanical systems when replacement parts are not available;

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perform physically strenuous tasks on a continuing basis in a variety of environmental conditions in a safety-conscious manner; effectively train and supervise a crew and get work done through orders; understand and carry out verbal and written instructions; lift and transport materials and supplies weighing up to 100 pounds; perform accurate mathematical computations; maintain time and material records; prioritize and schedule workload to ensure completion within established deadlines or emergencies; care for and maintain equipment that is operated in the course of one's duties; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices and safely operate all City and Airport vehicles.

Licenses & Certificates - Possession of a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and mostly outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, dust, and occasional exposure to hazardous conditions and irritating chemicals. Incumbent must be physically able to perform strenuous work on a regular basis. Physical demands require occasional heavy lifting up to 100 pounds, climbing ladders, and working at considerable heights above ground in precarious places. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to callouts and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED:



Diana M. Ranney

DIRECTOR OF HUMAN RESOURCES

DATE November 28, 2007

Formerly Airport Maintenance Technician 8/11/99

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

S/job descriptions (Final)/Airport Maintenance Specialist/11-14-07