



JOB DESCRIPTION

Leadworker-Airport

Date Prepared: June 2014

SUMMARY:

Under the basic supervision, performs a variety of skilled and semi-skilled tasks in the construction, maintenance, and repair of airport facilities and the airfield; performs administrative tasks; trains, leads, and directs airport maintenance crews; and performs other related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform, lead, and provide technical guidance to crews involved in the maintenance and repair of runways, taxiways, parking aprons, fence lines, security roads, crack sealing, asphalt placement and patching, slurry sealing, airport pavement maintenance, concrete repair, storm drain maintenance, sewer system maintenance; sweeping of street, runway, taxiway, apron, shoulder and road grading, seal coating, concrete installation, weed abatement, welding, basic carpentry, and plumbing.
- Plan, assign, supervise, and train maintenance crews involved with facilities maintenance, including general and specific facilities housekeeping, building repairs, preventative maintenance, and repairs of plumbing and electrical systems.
- Operate power tools, tractors, and other heavy equipment; and obtain estimates for tools and materials.
- Provide technical assistance to staff in resolving difficult problems.
- Instruct and provide training to crew members with regard to maintenance policies and procedures; supervise court sentence workers; inspect job sites and assigns projects; use of tools and equipment; and adhere to safety precautions.
- Resolve a variety of routine personnel and administrative related matters.
- Prepare and maintain necessary reports, records, and maintenance documents.
- Ensure appropriate safety devices and equipment are utilized.
- Respond to emergency situations, as necessary; promote teambuilding; and routinely maintain a positive attitude.
- Operate vehicles and equipment in a safe and efficient manner; and perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND three years of experience in airport maintenance, OR five years of experience in public works construction/street maintenance with emphasis in pavement striping, asphalt and concrete repair, and street lighting, is required. Supplemental coursework in supervision or management is highly desired.

Knowledge of:

- Daily operations of an airport.
- Basic airport security and Airport Operations Area (AOA) access control procedures.
- Maintenance materials and equipment used in airfield maintenance and repair operations.
- Weed abatement practices.
- Municipal purchasing procedures.
- Modern office equipment including computers.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize and schedule work while exercising independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Custodial maintenance, facility repair, minor plumbing repair, basic welding; and general carpentry.
- Reading and interpreting construction plans, maps, specifications, and manuals.
- Selecting, training, supervising, and evaluating staff, as well as supervising and coordinating the work of maintenance personnel.
- Performing basic administrative duties pertaining to Work Order processing.
- Purchasing methods and documentation.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid unrestricted California Class "C" driver's license.
- Possession of a valid California Class "A" driver's license, or must be able to obtain within six months. Must maintain airport security clearance and driving privileges.
- Successful completion of an FAA-endorsed Airport Pavement Management course, Airfield Lighting Maintenance course, or equivalent is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an office and outdoor/field environment in close proximity to other workers. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather, with occasional exposure to hazardous work conditions. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands require bending, stooping, and frequent lifting up to 100 pounds on a continual basis. Incumbent must be able to see and hear in the normal range with or without corrections, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must respond to emergency situations, as necessary. Must possess the willingness to work an irregular schedule in order to meet the needs of the airport, including evenings, nights, weekends, and holidays.