



JOB DESCRIPTION

Airport Maintenance Worker

Date Prepared: August, 2014

SUMMARY: Under basic supervision, performs a variety of skilled, semi-skilled and unskilled maintenance and repair activities of the City's airport.

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 airfield pavement maintenance, including asphalt and concrete removal and repair; perform airfield painting, crack, joint sealing, airfield marking, and rubber removal.
- Perform grading and tractor work, including compacting, mowing, erosion control, weed abatement, and herbicide application.
- Perform airfield sweeping, traffic control, and delineation.
- Perform building maintenance, including changing light bulbs, minor plumbing, painting, wall repairs, stucco repairs, and carpentry.
- Performs minor fence and gate repairs and welding.
- Minor repairs and servicing of HVAC units.
- Operate power tools, vehicles, and equipment.
- Respond to emergencies.
- Provide airport security.
- Escort vendors and contractors to the airport facilities and grounds.
- Perform custodial duties, including dusting, mopping, window cleaning, and related functions.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND one year of public works maintenance and repair operations experience, which may also include facilities maintenance, street maintenance, traffic control, or sanitary sewer maintenance; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Airport rules and regulations.
- Principles and practices of airport maintenance.
- Principles and practices of airfield and facility repairs and construction.
- Herbicide program rules and regulations.
- Principles and practices of airport security.
- Principles and practices of project management.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools and motorized equipment and vehicles.
- Maintaining basic written records.
- Time management.
- Attention to detail.
- Understand and carry out verbal and written instruction.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, suppliers, tenants and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- May require the ability to obtain a California Class "B" Commercial driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches; and in confined spaces. May be required to stand and/or walk, stoop and bend for long periods of time. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. 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 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 shifts.

Department Head Approval

Date

Personnel Officer Approval

Date