



JOB DESCRIPTION

Senior Airport Maintenance Worker

Date Prepared: October, 2018

SUMMARY: Under general supervision, performs a variety of unskilled and semi-skilled maintenance and repair activities of the City's airport. Work responsibilities extend to providing work direction to small work crews and/or performing special projects; 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 preventive maintenance for airfield lighting and signs; troubleshoot and order parts, as needed.
- Perform preventive maintenance on navigational aids.
- Perform maintenance on electronic gates.
- Conduct inspections on generators for navigational aids, airport lighting, air traffic control tower, main administration building, and the fire pump house system.
- Lead small work crews on various projects; provide technical guidance.
- Perform airfield pavement maintenance, including asphalt and concrete removal and repair; perform airfield painting, crack and 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; and special projects.
- Provide technical guidance to work release crews.
- Operate power tools, vehicles, and equipment.
- Respond to emergencies.
- Provide airport security.
- Escort vendors and contractor 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 two years public works maintenance and repair operations, traffic control, facilities maintenance, grounds maintenance, street maintenance, or traffic control experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Airport rules and regulations.
- Principles and practices of airport maintenance.
- Maintenance of airfield lighting, fixtures, signs, and regulators.
- Electrical theories and principles.
- Computer touch-screen technology.
- Air Traffic Control Tower communications.
- Journeyman-level plumbing, drywall practices, and procedures.
- Principles and practices of airfield and facility repairs and construction.
- Principles and practices of effective employee supervision.
- Principles and practices of airport security.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Defining problems, establishing facts, and drawing valid conclusions.
- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Operating power and hand tools and motorized equipment and vehicles.
- Providing efficient customer service and communicating clearly and objectively, both verbally and in writing.
- Communicating effectively, both verbally and in writing.
- 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:

- Possession of a valid unrestricted California Class "C" driver's license.
- Possession of a valid California Class "A" or "B" driver's license, or must be able to obtain within one year.
- Must maintain airport security clearance and driving privileges.

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.