

## AIRPORT MAINTENANCE AND OPERATIONS TECHNICIAN

### JOB DESCRIPTION

**Classification Responsibilities:** An Airport Maintenance and Operations Technician is responsible for performing a variety of semiskilled and skilled tasks in the maintenance of the airfield and adjacent buildings. Incumbent assists as needed in airport improvement projects and ensures contractors are in compliance with safety requirements for an airport. Incumbent is required to use appropriate safety equipment and follow safety procedures, including unique requirements of the Federal Aviation Administration (FAA). An employee of this class is required to respond to air-related emergency situations and weather emergencies as directed by the immediate supervisor or upper-level of management (24 hours a day, 7 days per week). Duties may include pesticide and herbicide application for weed control and pest extermination to maintain airport safety. Performs related duties as required.

**Distinguishing Features:** This class is distinguished from the class Airport Electrical Maintenance Technician by the absence of duties involving work with higher voltage electricity and the absence of lead worker responsibilities. This class is supervised by the Airport Projects Supervisor and is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in facilities and grounds maintenance.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must be able to obtain pesticide applicator license within first six months of hire. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Experience using two-way radio in airport setting is highly preferred. Experience in tractor repair and maintenance is desirable as is at least 6 months experience in airfield maintenance.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates orally with the general public, tenant, contractors, other City employees, Air Traffic Controllers, and other regulatory entities so that safe access to runways and taxiways is ensured. Produces written documents, such as: inventory reports, daily airport inspections, work schedules, bid documents, and work orders to maintain required documentation and track costs. Operates two-way radio to provide airport advisories during the day. Prepares month-to-month lease agreements for hangar and tiedowns. Responds to unscheduled requests for assistance from hangar tenants and other airport facility users. Requires ability to write concise reports on maintenance or operations issues and maintain adequate documentation for record-keeping requirements.

**Manual/Physical:** Work is performed in varying climatic conditions and requires the ability to move items weighing up to 100 pounds using assistive devices (e.g., cart, power winches, rigging equipment, etc.). Works around or uses potentially hazardous materials (i.e., cleaning fluids, chemicals, pesticides, paint, and similar solutions) requiring the use of specialized protective equipment. Work is performed at a maximum height of 120 feet while doing maintenance and repair work (e.g., rotating beacons, roof leaks, replacing lighting, and painting). Measures lot boundaries, determines safe wingtip clearances, signage, and airport markings. Measures Precision Approach Path Indicator lights to set proper angle for aircraft approaches on correct flight path. Installs or replaces runway and taxiway lights, other specialized airport lighting (runway end identification lights [REIL], precision approach path indicator [PAPI], etc.) or beacon lights, and maintains airport vehicles and airport equipment. Distributes airfield safety notices, Fixed Based Operator (FBO) notices, and essential written correspondence to parties, as directed by supervisor. Performs physical inventories by counting lighting and equipment items. Maintains roof panels and lights, lighting and building areas. Operates a motor vehicle or piece of equipment such as: pickup truck, dump truck, water truck, bucket truck, platform truck, mower, scissor lift, weedeater, posthole digger, front end loader, car, sweeper, grader, and tractor requiring a standard Arizona Driver's License. Cleans work area and equipment using a broom, mop or high-pressure equipment. Operates maintenance equipment such as, but not limited to: welding equipment, jack hammers, tampers, high pressure washers, buffers, airless paint guns, cement mixers, power augers, roto tillers, wood power saws, and related equipment. Moves debris, dirt, and other materials such as asphalt and concrete block to level assigned areas. Moves heavy objects, such as hangar doors, aircraft up to 25,000 pounds, and other materials to maintain clear aircraft movement area. Moves light objects such as barricades, traffic cones, and small equipment to facilitate safe aircraft movement. Performs groundskeeping, washes hangars; uses cleaning fluids, cement, pesticides, and cold mix to maintain pavement areas. Draws maps, diagrams, and stencils to determine lease lines and paint airport markings. Detects hazardous situations, natural gas leaks, toxic gases, smoke, and other hazardous materials and responds using appropriate safety measures and equipment. Inspects or monitors objects such as equipment, generator, and airport lighting to determine compliance with prescribed operating or safety standards. Monitors contractors unfamiliar with airport operations, pavement and lighting conditions and equipment conditions to determine compliance with airport safety procedures and FAA safety standards. Must have full color vision for work with electrical wires, paint and runway lighting fixtures to meet safety requirements. Must have sufficient range of hearing to detect traffic sounds, including awareness of overhead aircraft location, backup warning devices, and sirens. Incumbent will use common hand tools to perform maintenance duties and operate a variety of standard office equipment; may require use of personal computer (PC) and related software. Utilizes two-way radio, buffer, weed sprayers, and other common tools for maintains and operations work.

**Mental:** Estimates labor or materials costs from blueprints or work plans to stay within budget. Comprehends safety and equipment manuals to maintain safe work environment. Prioritizes work in coordination with supervisors' requests. Learns job-related material through on-the-job training and classroom instruction regarding airport safety and equipment operation. Accepts and logs payment of tenant rents and makes change from cash register. Understands and interprets blueprints and layouts in order to complete assigned tasks. Comprehends requirements of position so that work with other staff, users, tenants, emergency personnel, law enforcement and FAA staff can be frequently accomplished without direct supervision.

**Knowledge/Skills/Abilities:**

Knowledge of:

FAA and airport rules and regulations applicable to airfield maintenance, operations and security; methods, policies and procedures of grounds and facilities maintenance; use of small hand tools, tractor operations and diesel and gasoline powered vehicles; maintenance and repair techniques for diesel and gasoline powered vehicles; safety requirements of airfield maintenance activities; safety precautions and hazards common to the dispensing of fuels and servicing of aircraft; and appropriate use of pesticides, herbicides and rodent control chemicals and devices.

Skill in:

use of two-way radio and related communications equipment; operation of motor vehicles and heavy equipment; and communicating orally and in writing to accomplish airport maintenance, operations and security.

Ability to:

interact effectively with a variety of City employees, contractors, tenants and FAA regulatory staff; understand and implement appropriate workplace safety methods; obtain pesticide control applicator certificate; utilize PC and related software; respond on short notice to emergency call out; work in a variety of climatic conditions; safely lift and/or move objects weighting up to 100 pounds and to work at heights of up to 120 feet; follow written and oral instructions; and prepare concise written reports and legibly complete required reports/forms.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Airport Maintenance and Operations Technician

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CS3968.DOCX

EEO-S/M

NDOTSAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-Yes

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 41

SECURITY-No

CDL-No

IND-7403

SWORN-No