

## AIRPORT MAINTENANCE AND OPERATIONS FOREMAN

### JOB DESCRIPTION

**Classification Responsibilities:** An Airport Maintenance and Operations Foreman is responsible for directing, planning, organizing, and supervising the work of technicians performing airfield maintenance and operations tasks at the City's municipal airport. Responsibilities include researching and recommending acquisition of equipment supplies and materials needed to adequately maintain airport facilities. An employee in this class reviews construction plans in design and construction stages of airport improvement projects such as, but not limited to: runway-taxiway ramp reconstruction; new buildings design and location; sewer line projects; airport drainage design; and new T-hangar projects. 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 on a 24-hour-a-day/7 days per week basis. Performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Airport Maintenance and Operations Technician and Airport Electrical Maintenance Technician classes by its supervisory responsibilities and coordination responsibilities with engineering and construction programs. Work routines are subject to change based on repair requirements, response to weather damage, or re-establishment of priorities. Incumbent establishes a basic schedule for accomplishing necessary preventive maintenance. Supervision is received from the Airport Projects Supervisor and work is reviewed by conferences, reports, work in progress, and upon completion. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in airport maintenance. At least one (1) year of lead or supervisory experience in airport maintenance or operations, building trades, heavy equipment operation and repair, or closely related area.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must be able to utilize a two-way radio for communications with work crew members and air traffic control staff. Will be required to obtain Arizona Commercial Pesticide Applicator's certification within first six months of employment. 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.** None.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, hangar tenants, other City employees, management staff, vendors, contractors, and FAA and ground controllers in order to coordinate daily maintenance of airport grounds and buildings. Assists contractors unfamiliar with aircraft movement areas. Instructs and/or trains subordinates in a classroom setting regarding safety, updating FAA rules and regulations, and orienting new personnel. Issues airfield safety notices and prepares written documents such as employee and operations reports. Delegates work assignments to crew members to ensure continuous work activity and compliance with directives.

**Manual/Physical:** Completes employee performance evaluations and counsels employees to ensure adequate performance of job duties. Outlines work assignments, prioritizes and assigns tasks to technicians in a manner that ensures efficient and effective utilization of manpower and equipment. Facilitates timely completion of daily assignments. Work is performed in varying climatic conditions and requires the ability to move items weighing up to 100 pounds, using appropriate assistive aids (e.g., cart, power winches, rigging equipment, etc.). Works with cleaning fluids, chemicals, pesticides, paint, and similar solutions using only normal, routine, protective equipment and/or specialized nonroutine, protective equipment in order to clean equipment. Work is performed at maximum height of 120 feet while doing maintenance and repair work (e.g., rotating beacons, roof leaks, replacing lighting, and painting). Conducts daily safety inspection of airport facilities for debris or damage. Inspects work-related conditions such as pavement, electrical and water problems, and equipment to determine compliance with prescribed operating and safety standards and regulations. Coordinates maintenance of lighting equipment for runways, taxiways, hangars, and covered tiedown areas; building maintenance; and janitorial work in all airport buildings. Schedules repair and/or replacement of hangar and maintenance equipment components. Detects engine problems and performs engine repairs as necessary (power washer, lighted runway X's, generators, and other similar equipment). 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. Detects natural gas leaks, toxic gases, smoke, and other hazardous materials. Operates and maintains motor vehicles or other work-related equipment requiring a standard Arizona Driver's License such as dump truck, water truck, bucket truck, platform truck, mower, scissor lift, front-end loaders, grader or runway sweeper to perform airport maintenance job duties. Operates and maintains maintenance equipment such as, but not limited to: welding equipment, jack hammers, tampers, high pressure washers, buffers, airless paint guns, cement mixer, power augers, roto-tiller, wood power saws, and related equipment. Maintains maintenance records on maintenance equipment and performs minor/special maintenance and repair work on such items as electric golf carts, diesel tractors, mowers, and trucks. Coordinates mowing and trimming schedule, ensures proper operation of sprinkler systems, sprays weed growth, and cleans the storm drainage system. Uses common hand tools to perform maintenance duties as needed, and operates variety of standard office equipment (including personal computer [PC] and related software), two-way radios, buffers, weed sprayers, and other common tools for airport maintenance. Coordinates programs to eradicate animal nuisances, which present safety problems. Performs physical inventories of runway, taxiway, airfield,

and hangar lighting supplies. Maintains airport security as needed including transport of disabled aircraft, starting stalled aircraft, and other vehicles so that safety of airfield area is maintained. Works with crews to move materials such as sod, gravel, or building materials from one place to another. Sets up and/or removes folding tables, chairs, barricades, and traffic cones for airport activities or construction areas. Meets scheduling and attendance requirements.

**Mental:** Administers, oversees, and inspects the safety and efficiency of airport operations, maintenance, emergency, and security functions through observing and reviewing daily inspection logs, incident reports, activity logs, on-site inspections and interface with staff, users, tenants, emergency personnel, law enforcement, and the FAA. Plans, organizes, and directs the activities of airport maintenance staff. Supervises and evaluates the work of staff. Outlines work assignment(s) for the day and assigns individual staff members to various aspects of the projects to ensure efficient and effective utilization of equipment and manpower, and facilitate timely completion of the day's work assignment(s). Establishes and enforces work standards and operating procedures to ensure that work is completed in a timely manner and in conformance with established standards, safety practices, and procedures. Oversees operational activities of users of airport land, property and facilities to ensure compliance with leases, agreements, contracts, Airport rules and regulations, codes, and ordinances. Oversees procurement of operations, maintenance and security items; collects and analyzes data to compare costs for acquiring equipment and supplies and completing special projects. Estimates labor and material costs to prepare cost analysis for input into division maintenance budget. Comprehends and makes inferences from manufacturer and dealer equipment specifications to evaluate and recommend equipment purchases. Understands and interprets blueprints and layouts in order to complete improvement projects.

**Knowledge/Skills/Abilities:**

Knowledge of:

FAA and airport rules and regulations applicable to airfield maintenance, operations, and security;  
the methods, policies, and procedures of grounds and facilities maintenance;  
the use of small hand tools, tractor operations, and diesel and gasoline powered vehicles;  
the safety requirements of airfield maintenance activities;  
appropriate supervisory, team-building, and customer-service methods; 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;  
plan and present training materials related to workplace safety;  
obtain pesticide control applicator certificate;  
plan and direct the work of subordinate staff, including preparation of performance evaluations;  
effectively utilize a PC and related software;  
respond on short notice to emergency call-out;  
work in a variety of climatic conditions; and  
safely lift and/or move objects weighing up to 100 pounds and to work at heights of up to 120 feet.

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.

Revised 7/15

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PAY GRADE: 44

EEO-S/M

NDOT SAFETY-Yes

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-Yes

IND-7403

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200