



POSITION DESCRIPTION

Title:	Airport Maintenance Coordinator	Department:	Public Works
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	PW/149	Revised:	09/2018

DEFINITION

Participates in the maintenance and repair of airport areas, equipment, systems, buildings, and facilities; assists in the provision of a variety of services to airport users; maintains related records and reports; provides Aircraft Rescue and Fire Fighting (ARFF) duties, airport security, snow removal, first aid services, and weather observations as administered by the Federal Aviation Administration.

SUPERVISION RECEIVED

Receives direct supervision from the Airport Operations and Maintenance Manager. May assist with supervision of temporary employees as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Assist in the repair and maintenance of all airport facilities and systems, including runways, taxiways, aprons, parking areas, and other airport infrastructure.
- Perform general maintenance duties including replacement of light bulbs and fixtures, cleaning, trash removal, dry wall patching, painting, ordering parts, digging, snow removal, repair of sprinkler systems, asphalt patching and repair, and maintaining automobile parking areas.
- Participate in the repair and maintenance of motorized equipment including greasing, welding, checking fluid levels, window cleaning, checking hydraulic hoses, replacing shear pins, and other duties to keep motorized equipment ready for use.
- Operate heavy equipment including loaders, plow trucks, pickup trucks, Tool Cat maintenance vehicle, snow blowers, and aircraft fire fighting vehicles.
- Assist in maintaining a variety of files and records; ordering supplies; conducting inventory control.
- Assist in coordinating and providing aircraft rescue and firefighting (ARFF) services at the airport. This requires Code of Federal Regulations (CFR) Part 139 Live Fire Certification Training for Index B/C.
- Assist in all snow removal operations at the airport using both power and hand tools.
- Assist in coordinating and providing security services and first aid services in accordance with CFR Part 139 regulations at the airport.
- Assist in providing weather observations to the Federal Aviation Administration. This requires certification by the Federal Aviation Administration as a Weather Observer.
- Assist with wildlife hazing and obtaining and submitting water samples to local authorities.
- Assist with the coordination and supervision of seasonal employees.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices, and equipment used in facility or airport maintenance and repair activities.
- Operation and maintenance requirements of a variety of motorized airport equipment.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Be certified in aircraft rescue and firefighting activities; as a Weather Observer; and in Cardiopulmonary Resuscitation (CPR) and Basic First Aid (as defined by CFR Part 139).
- Learn, implement, and practice airport safety and security policies and procedures (as defined by CFR Part 139 and Part 1542).
- Plan, organize, and schedule airport maintenance and repair work.
- Interpret and work from sketches, penciled layouts, and prepare plans for minor projects.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain records and prepare routine reports.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel, and radios.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interact with the public in a courteous and professional manner.
- Understand and carry out oral and written directions.
- Use a computer to access and update web-based reporting systems.
- Be present and available for work.

Experience and Training:

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to completion of the twelfth grade is required.

Experience

One year of increasingly responsible experience and training in the maintenance, repair, and construction of airport facilities including experience using motorized vehicles and equipment such as snow blowers and loaders.

Licenses and Certifications

- Possession of, or ability to obtain within the state required time frame, a valid California Class C license with an acceptable driving record is required. Possession of, or ability to obtain, a valid California Class B and/or A driver's license is preferred.
- Possession of, or ability to obtain within 12 months of hire, certification in CPR and Basic First Aid (as defined by CFR).
- Possession of, or ability to obtain within 12 months of hire, CFR Part 139 Live Fire Certification Training for Index B/C so as to be certified as an Aircraft Rescue Fire Fighter.
- Possession of, or ability to obtain within 12 months of hire, certification as a Non-Federal Weather Observer as defined by the FAA'S Order JO 7210.77.

TOOLS AND EQUIPMENT USED

Hand tools, power tools, welding tools, motorized vehicles inclusive of heavy equipment, computer, and office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel in order to operate or manipulate objects. Use tools or controls and reach with hands and arms. The employee frequently is required to stand, walk, talk hear, and smell. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting. While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is quiet in the office, and moderate to loud in the field.

As a fire fighter and first responder, hazardous or stressful conditions may be encountered such as smoke, fumes, extreme heat, fire, exposure to toxic substances, and people with severe injuries.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date