



POSITION DESCRIPTION

Title:	Temporary Airport Maintenance Worker	Department:	Public Works
Type:	Temporary	FLSA Status:	Non-Exempt
Pay Range:	Skilled	Revised:	08/2018

DEFINITION

Assist with the maintenance, repair, and upkeep of airport areas, equipment, systems, buildings, and facilities; assist in the provision of a variety of services to airport users; maintain related records and reports. Provide Aircraft Rescue and Fire Fighting (ARFF) services, airport security, snow removal, and first aid services as required.

SUPERVISION RECEIVED

Receives direct supervision from the Airport Operations and Maintenance Manager, or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Assist in the repair and maintenance of all airport facilities, including runways, taxiways, aprons, parking areas, structures, and other airport infrastructure.
- Assist 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 in order to keep motorized equipment ready for use.
- Assist with planning, organizing, and scheduling airport maintenance and repair work.
- Participate in the full range of heavy equipment operation and maintenance activities, including snow removal.
- Assist in maintaining a variety of files and records.
- Assist in providing Aircraft Rescue and Firefighting, security, and first aid services at the airport.
- Perform related duties as assigned.

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:

- Learn, implement, and practice airport safety and security policies and procedures (as defined by CFR Part 139 and Part 1542).
- 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.
- Be able to use a computer to access and update web-based reporting systems.
- Be present and available for work.

Experience and Training:

Any combination of 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:

Experience:

One year of experience in the maintenance, repair, and construction of airport or other similar facilities is required.

Education:

Completion of the twelfth grade, or equivalent, is required.

Licenses and Certifications:

- Possession of, or the ability to obtain within the state required time frame, a valid California Class C driver’s license is required.
- Possession of, or ability to obtain upon hire, a valid California Class A or B driver’s license is preferred.
- Possession of or ability to obtain upon hire, certification in CPR and Basic First Aid (as defined by CFR).
- Possession of, or ability to obtain upon hire, CFR Part 139 Live Fire Certification Training for Index B/C so as to be certified as an Aircraft Rescue Fire Fighter.

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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**