

## CITY OF DURANT JOB DESCRIPTION

Title:	<b>Airport Maintenance Technician</b>	FLSA Status:	Non-exempt
Department:	Public Works – Airport	Pay Grade:	4
Reports To:	Airport Manager		<b>Safety Sensitive</b>

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### POSITION SUMMARY

This position maintains the internal and external condition of the City's airport facilities to provide a clean and safe environment for workers and the public.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Inspects and completes checklists of runways, taxiways, roadways, lighting, fences, gates, and signs.
2. Performs maintenance on hangars, airport beacon, fuel farm, and fuel trucks.
3. Services and fuels aircraft in a safe manner.
4. Performs grounds maintenance to include mowing, weed eating, and landscaping.
5. Conducts wildlife control on airport property utilizing approved control procedures.
6. Responds to emergency situations concerning malfunctioning systems or equipment; analyzes situation and takes appropriate action.
7. Notifies Supervisor of servicing required by outside vendor.
8. Prepares schedules of replacement for assets and equipment in order to advise alteration of schedule based on current conditions.
9. May track daily, monthly and long-term records in asset management software to generate accurate reports for facilities management.
10. Tests critical safety equipment including fire alarm systems, building sprinkler system, panic alarms, intercom system, emergency power supply generators, transfer switches, etc.
11. Performs light maintenance including moving furniture, fixing signs, painting, dry walling, light fixture repair, plumbing fixture repair, and the installation of flooring materials.
12. Inspects buildings for security of building and assets.
13. Sprays herbicides/pesticides to control weeds/mosquitoes on City property.
14. Cleans, lubricates, and performs preventive maintenance or repair on equipment.
15. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
16. Reports all accidents to the appropriate authority. Follows all policies for reporting.
17. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
18. Completes written records of labor and materials used for each work project.
19. Performs snow and ice removal.
20. Provides backup assistance to other department personnel as needed.

21. Performs custodial services for backup purposes as required.
22. Reports to work for after hour needs, as assigned.
23. Performs emergency repairs and work as necessary.
24. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of Personal Protective Equipment.
3. Ability to understand and follow oral and written instructions.
4. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
5. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
8. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
9. Ability to define problems, exercise sound judgment, and address a variety of situations.
10. Ability to think quickly, maintain self-control, and adapt to stressful situations.
11. Ability to maintain professionalism at all times.
12. Ability to work as a member of a team.
13. Ability to establish and maintain effective working relationships with others.
14. Ability to perform mathematical calculations required of this position.
15. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, and live animals, noise, vibrations, airborne materials.
- Work assigned at the airport will experience extreme noise conditions.

**MINIMUM REQUIRED QUALIFICATIONS**

- High school diploma/equivalent and a minimum of two (2) years of experience with building mechanicals, operations and repair.

**PREFERRED QUALIFICATIONS**

- Associates degree or Technical degree in facilities maintenance, mechanical operations, construction trades or closely related field.

**OTHER REQUIREMENTS**

- Commercial Pesticide Applicator License.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.*