

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: AIRPORT MAINTENANCE TECHNICIAN

DEPARTMENT: AIRPORT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of semiskilled and skilled tasks in the maintenance of the airfield and adjacent buildings. The employee assists as needed in airport improvement projects and ensures contractors are in compliance with safety requirements for an airport. Employee is required to use appropriate safety equipment and follow safety procedures, including unique requirements of the Federal Aviation Administration (FAA). Duties may include pesticide and herbicide application for weed control and pest extermination to maintain airport safety. Performs related duties as required. Reports to the Airport Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Communicates orally with the general public, tenants, contractors, other County 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 inspection reports, work schedules, and work orders to maintain required documentation and track costs.

Operates two-way radio.

Requires ability to write concise reports on maintenance, inspections, and operations issues and maintain adequate documentation for record-keeping requirements.

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 tools, and related equipment.

Moves debris, dirt, and other materials, and moves heavy objects, such as hangar doors.

Moves light objects, such as barricades, traffic cones, and small equipment to facilitate safe aircraft movement.

Performs grounds keeping; washes hangars; uses cleaning fluids, cement, pesticides, and cold mix to maintain pavement areas.

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.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience in facilities and grounds maintenance, or other related maintenance experience.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license. Must be able to obtain pesticide applicator license within six months of hire.

KNOWLEDGE, SKILLS AND ABILITIES

In depth knowledge of FAA and airport rules and regulations applicable to airfield maintenance, operations, and security; methods, policies, and procedures of grounds and facilities maintenance.

Working knowledge of the use of small hand tools, tractor operations, and diesel and gasoline powered vehicles; maintenance and repair techniques for diesel and gasoline powered vehicles.

Some knowledge of the safety requirements of airfield maintenance activities; safety precautions and hazards common to the dispensing of fuels into aircraft and into County vehicles; and appropriate use of pesticides, herbicides, and rodent control chemicals and devices.

Ability to use two-way radio and related communications equipment.

Ability to operate a variety of motor vehicles and heavy equipment.

Ability to communicate orally and in writing to accomplish airport maintenance, operations, and security.

Ability to exercise tact, courtesy and firmness in contact with the general public, and to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors and small tools, etc. Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, statements, etc. Requires the ability to prepare a variety of correspondence, forms, statements, bills, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages including tax terminology.

Numeric Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hind/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.