

City of Salem
JOB DESCRIPTION

CLASS. TITLE:	Airport Maintenance Operator	CLASS. CODE: 0691
DEPARTMENT:	Community Development	FLSA: N
REPORTS TO:	Airport Superintendent	DATE: 7/13/2004 (Revision)

Job Summary:

Perform a variety of unskilled, semi-skilled and skilled tasks related to airfield, facilities, and ground maintenance. This includes corrective and preventive maintenance, construction, carpentry, plumbing, demolition, and remodeling projects for Airport airfield and facilities.

Essential Job Functions

(All functions may not be performed by all incumbents.)

Building Maintenance

1. Maintain airport owned buildings; repair roof leaks; install doors, dividers, appliances; move furniture; unplug plumbing; replace lamps and fuses; clean gutters; paint, clean common areas accessed by the public; pick up and remove trash.
2. Perform light duty cleaning; wash interior and exterior windows, and sidewalks; dust furniture, clean upholstery, vacuum and clean carpeting, clean restrooms when necessary and mop floors.

Grounds

3. Perform turf, landscape, shrub, tree, and flower bed maintenance and operate and maintains irrigation system and equipment.
4. Perform concrete and finish work such as sidewalks, street patch repairs, ramps, pads, and driveways; set forms, pour concrete and complete final finish work.

Airfield

5. Perform airfield grounds maintenance with heavy equipment, such as tree removal, mowing, grading of safety areas, weed removal, trenching, and general airfield grooming.
6. Perform airfield inspections and post NOTAMS in changing weather conditions, maintenance and security inspections on gates and fence lines. May suspend operation of runways or taxiways during maintenance.
7. Perform repair of potholes with cold or hot mix asphalt; pavement and tie down maintenance and repair; paint markings, repair and replace signs and posts; clean and change lighted sign faces and framework, replaces bulbs, lenses; plow snow and sweep paved areas.

Equipment Operations

8. Operate in a competent, safe manner a variety of vehicles and equipment required to perform duties including, but not limited to: automobile, tractor,

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backhoe, pickup/utility truck, sweeper, chain saws, snow plow or blower, forklift, miscellaneous power and hand tools, grader, weed eaters, lawn edger, loader, riding and manual lawn mowers.

9. Perform general maintenance on facilities maintenance vehicles such as safety, oil and operation checks, Also cleans interior and exterior of vehicles weekly. Performs general maintenance and minor repair on heavy equipment such as graders, front-end loaders, and snow plows. Repair and maintenance of mowers and other grounds related equipment.
10. Carry a pager to respond to aircraft and/or maintenance emergencies during scheduled and unscheduled duty hours.
11. Coordinate with Tower when on the airfield or with contractors.

Important Job Functions

1. Assists other airport maintenance personnel with tasks such as road repairs, landscaping, irrigation, and snow removal.

MATERIAL AND EQUIPMENT USED:

- Automobile, tractor, backhoe, pickup/utility truck, sweeper, chain saws, snow plow or blower, forklift, miscellaneous power and hand tools, grader, weed eaters, lawn edger, loader, riding and manual lawn mowers
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school graduation or GED equivalent plus a minimum of two (2) year's experience in facilities maintenance to include skills in construction, carpentry, plumbing and electrical, heavy equipment operation or,

Any combination of education, experience and training which provides the required knowledge and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Limited Maintenance Electrician License
- Right-of-Way Weed Spraying License within six months of appointment
- Valid Oregon Class C Drivers License.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Materials, methods, procedures, tools and equipment to perform related to building and airport grounds maintenance.

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- FAA requirements for runway inspection, aviation lighting standards, aviation directional signing, and other related requirements within six months of appointment.
- Occupational hazards and safety precautions necessary to maintain safety when working near aviation and in using construction equipment and power tools.

Ability to:

- Perform skilled and semi-skilled duties in facilities maintenance
- Operate safely and effectively construction equipment, hand and power tools used in airport maintenance, building and landscape maintenance.
- Interpret plans and specifications, keep accurate records, and develop reports.
- Develop and maintain interpersonal relationships.
- Direct the work of other maintenance staff.
- Maintain required work hours and attendance.

Physically able to:

- Bend, kneel, stoop, crawl or climb.
- Discern objects at a distance, colors, depth of vision, see peripherally
- Lift up to 20 pounds.

While performing the duties of this job, the employee is frequently exposed to adverse weather conditions; near moving mechanical parts; vibrations; exposure to fumes, airborne particles, chemicals, works in high precarious places and occasionally exposed to wet conditions.

The noise levels in the work environment are usually moderate, except during some maintenance duties when noise levels may be louder. Work involves exposure with safety precautions to sewage, dust, dirt, solvents, cleaners, lubricants, and other chemicals related to work assignments.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.