



TEMPORARY AIRPORT MAINTENANCE and SERVICE WORKER

Salary Range: Skilled

DEFINITION

This is a temporary/seasonal position. To participate in 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. To provide Aircraft Rescue and Fire Fighting (ARFF), airport security, and first aid services as required.

SUPERVISION RECEIVED

Receives direction from the Director of Airport and Transportation, Assistant Airport Manager, and/or the Airport Maintenance Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

Assist in the repair and maintenance of airport facilities, including such things as runways, taxiways, aprons, parking areas, structures, painting, sprinklers, and other airport infrastructure.

Participate in the repair and maintenance of motorized equipment.

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 services at the airport.

Assist in providing security services at the airport.

Assist in providing first aid services at the airport.

PERIPHERAL DUTIES

Assist higher level airport staff in his or her day to day job activities.

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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:

Plan, organize and schedule airport maintenance and repair work.

Interpret and work from sketches, penciled layouts and prepare plans for minor projects.

Perform manual labor and use hand and power tools.

Perform janitorial work in airport buildings, including restrooms.

The ability to learn and be certified in Aircraft rescue and firefighting techniques. (Training to be provided by Airport.)

The ability to learn airport security. (Training to be provided by Airport.)

The ability to learn first aid and CPR. (Training to be provided by Airport.)

Communicate clearly and concisely, both orally and in writing.

Operate a variety of heavy and light power-driven equipment, both gas and diesel.

Compile and maintain records and prepare routine reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Skills:

Basic vehicle maintenance skills,

Basic maintenance skills,

The ability to work with hand and power tools

The ability to operate motorized and heavy equipment

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:

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Experience:

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

Education:

High School graduate or equivalent.

License or Certification:

Possession of or the ability to obtain a valid California class C license.
Possession of or ability to obtain certification in Cardiopulmonary Resuscitation (CPR).
Ability to be certified as an Aircraft Rescue Fire Fighter.

Preferred Education and Certification:

Post-secondary education,
Airport Rescue and Fire Fighting Certificate (need not be current)
First Aid and Cardiopulmonary Resuscitation Certificate.

TOOLS AND EQUIPMENT USED

Hand tools, such as; shovel, rake, clippers, hammer, screwdriver, pliers, wrench, grease gun and other hand tools as required by the job.

Power tools, such as; drill, saw, and other power tools as required by the job.

Motorized vehicles, such as; fork lift, lawn mower, and other motorized vehicles as required by the job.

Heavy equipment, such as; loader, and other heavy equipment as required by the job

Computer and office equipment, such as; calculator, copier, fax machine, and other office equipment as required by the job.

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.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. 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 occasionally 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 usually 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.

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.

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