



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Airport Operations & Maintenance Worker		PAY GRADE: 06
DEPARTMENT: Airport	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Airport Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: AFSCME/BC	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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APPROVED:  _____ <i>Department Head</i>	<u>3/22/13</u> _____ <i>Date</i>	
 _____ <i>Human Resources Director</i>	<u>3/25/13</u> _____ <i>Date</i>	

I. PURPOSE SUMMARY. Under general supervision performs moderately difficult tasks related to a variety of facility and grounds maintenance and public interface for the County Airport; performs a variety of semi-skilled building repair and maintenance work; provides direct support as required, for the operation and use of the airport; responsible, as assigned, for the readiness and function of airport grounds, structures and related equipment.

II. ESSENTIAL DUTIES. Performs corrective and preventive maintenance to airport, such as repair and trouble shooting of plumbing systems and fixtures, water and drainage lines, buildings, structures, runways, taxiways ramps, lighting, navigations aids, roofs and other areas as needed. Inspects and calibrates navigational aids. Performs custodial duties for airport buildings, including sweeping and mopping floors and cleaning common areas and restrooms. Replaces wind sock as needed. In the case of a rain event with discharge, collects sample and takes appropriate action. Identifies, assesses and advises management of hazards which may require issuance of NOTAMs (Notice of Airmen). Monitors Airport for intrusion by unauthorized personnel. Reports incidents to Airport Management and 911 if necessary. Reports any incident in accordance with the Airport Notification Procedures. Monitors UNICOM [Universal Integrated Communications (System)] frequency and provides assistance to travelers. Conducts and records inspections in accordance with Doña Ana County Airport approved SWPPP (Storm Water Pollution Prevention Plan); notifies agencies and management of discrepancies or shortcomings. While conducting maintenance activities in the vicinity of the Runway, Taxiway and Airport Movement Areas, uses appropriate support crew to monitor air traffic to minimize conflicts. Performs grounds maintenance to include mowing, sweeping of paved areas, weeding, pruning trees and shrubs, painting and fence repairs. Performs basic maintenance and repair to tractor, mower, grader, vacuum sweeper, off road vehicle, street legal vehicles, radios and other equipment used in performing tasks. May be required to climb rotating beacon tower and perform maintenance operations while above ground. Assists in the coordination of maintenance contractors and safety procedures.

III. ADDITIONAL DUTIES. Shall be required to work weekends, holidays, non-scheduled working hours, flex time upon approval as needed, shift work, and competing demands; performs related work as required. As needed, and at the direction of Airport Management, uses County credit card to refuel truck, tractor, sweeper, mule, grader or other county vehicles. May also be asked to use County supplied purchase order to procure hardware and other expendable items. In case of emergencies secures area and safeguards debris. Makes proper notifications to include Airport Manager, County Management, Emergency Services (911) and FAA/NTSB (Federal Aviation Administration/National Transportation Safety Board). Acts as incident commander until properly relieved. Assists incident commander as necessary.

IV. QUALIFICATIONS.

A. Education. High school diploma or GED preferred

B. Experience. Four (4) years full-time experience performing general building and grounds maintenance, two (2) of which include experience operating, maintaining and repairing mechanical vehicles. Previous airport maintenance experience preferred.

C. Education/Experience substitution. In accordance with County Policy

D. Licenses/Certifications. Must have a valid unrestricted driver's license; must successfully complete a Defensive Driver's Course within six (6) months of hire.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check and driver's license record.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of the various equipment, materials, methods, and practices used in custodial or general facility and grounds maintenance work; basic maintenance and repair to tractor, mower, grader, vacuum, sweeper, off road vehicles and street legal vehicles; safe lifting and carrying practices; safe handling and storage practices for a variety of maintenance tools and supplies including chemicals, equipment and machines.

Must have the ability to effectively communicate in oral and/or written form; follow written instructions and work independently; read service manuals and complete minor repairs using standard methods; operate power tools, specialized equipment, power and internal combustion driven equipment and off road vehicles; performs manual labor; operate general tools and equipment related to building repairs and grounds maintenance; and establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires considerable and strenuous physical exertion, such as frequent climbing included but not limited to buildings, hangers, rotating beacon tower currently at 54 ft., etc.; lifting objects over 50 pounds; crouching or crawling in restricted areas.

5. WORK ENVIRONMENT.

Essential duties are performed primarily outdoors under various weather conditions and when working indoors is under normal controlled temperature conditions. Employee may be exposed to precarious situations, fumes and airborne particles, potentially toxic and/or caustic chemicals, vicious insects and/or desert reptiles and extreme temperatures. Exposure to high levels of noise. The employee may be at risk for electrical shock in working with electrical repairs, and is exposed to vibrations from high-powered equipment. This position requires working outside in a variety of weather conditions with exposure to sun, heat, wind and rain.

6. SUPERVISORY RESPONSIBILITY.

No supervision exercised. Responsible for own work.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

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