

POSITION DESCRIPTION

City of Monett

Monjob77kb

JOB TITLE: Airport Maintenance

DEPARTMENT: Municipal Airport

SALARY RANGE: Payroll – Level 4

IMMEDIATE SUPERVISOR: Airport Superintendent

ESSENTIAL FUNCTIONS

I. Operational Activities 10% of Time

- A. Maintains an awareness of the rules specified by the FAA and other agencies regarding safety and aircraft communication.
- B. Maintains an awareness for the maintenance needs of the airport facilities and equipment and assures that routine preventative and corrective maintenance is completed as required.
- C. Communicates with clients and the public and maintains an awareness for PR considerations and conducts various activities and assures for the best possible PR for the Department and the City.
- D. Attends regular safety, lighting and other meetings provided by the City and other agencies.

II. Maintenance & Equipment Activities 70% of Time

- A. Maintains an awareness of the corrective and preventative maintenance procedures and schedule.
- B. Performs daily runway and radio equipment inspections to ensure compliance with FAA regulations.
- C. Completes the maintenance of the machinery and equipment assuring for thoroughness and timeliness.
- D. Responds to requests by immediate supervisor in an accurate, complete and timely manner.

- E. Maintains an awareness of all the needed supplies and equipment required to operate on a daily basis.
- F. Operate various airport equipment (mower, lektro, fuel trucks, grader, bulldozer, snowplow, dump truck, sweeper, etc.), assuring for safety and professionalism.
- G. Maintains equipment and implements various devices and machinery used for airport purposes. Assembles required equipment when necessary, assuring for safety.
- H. Inspects machinery and equipment for safety in compliance with regulations.
- I. Maintains backup supplies as needed.

III. Other Activities 20% of Time

- A. Performs required construction, groundwork, electrical work, concrete, building maintenance, janitorial duties, weld, movement of aircraft, and other duties as needed.
- B. Provides fuel for clients needs and pumps fuel for aircraft assuring for safety and thoroughness.
- C. Communicates with clients in a professional and clear manner,

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Above Average exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid driver's license.
- ◆ Ability to operate a radio.
- ◆ Compliance with FAA requirements.
- ◆ Knowledge of aircraft and heavy aircraft related equipment.

MENTAL EFFORT

- ◆ Above Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Above Average conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Above Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Above Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch