

CLASS SPECIFICATION

Yuba County

May 1996

CLASS TITLE: Airport Maintenance Coordinator

FLSA STATUS: Non-exempt

JOB SUMMARY:

Coordinates and performs semi-skilled and skilled work in the maintenance and repair of airport buildings, facilities, grounds and equipment at the Yuba County Airport; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the technical specialist level in maintenance work, fully competent to perform the full range of semi-skilled and skilled maintenance work in the specialty location of a general aviation airport. Work may be regularly scheduled as part of a preventive maintenance program, or it may need to be accomplished on a short-term basis to ensure the safety of the airport customers. Responsibilities also include the direction of part-time or temporary workers on a project basis. This class is distinguished from other County building maintenance positions in that the duties related specifically to airport maintenance and repair, much of which is governed by FAA regulations.

EXAMPLES OF DUTIES:

Essential:

- Ensures that runways are in a safe and operable condition; patches blacktop, marks runways and taxiways, removes weeds and debris and replaces and installs runway and taxiway lights and lenses.
- Performs a variety of electrical installation and repair work, such as maintaining the rotating beacon, installing conduit and pulling wires, installing and replacing light sockets, switches, plugs, sub-panels and main panels; replaces bulbs and tubes as required.
- Maintains aircraft tie-down areas in a clean, safe and orderly condition; replaces broken poles and wire to repair airport fences; constructs and places airport signs; maintains airport T-hangars, including doors, windows and roofs.
- Performs exterior and interior painting; prepares surfaces by sanding, scraping and priming; applies paint by spray or brush.
- Performs custodial work at airport facilities and for airport tenants; vacuums, shampoos carpets, washes windows, cleans bathrooms and empties trash to ensure that public areas are in a clean and orderly condition.
- Prepares surfaces and builds forms for the pouring of cement.
- Performs animal and pest control on airport ground and runways.
- Operates a variety of tools and equipment in the course of the work, such as sweepers, mowers; maintains equipment and repairs as practicable.
- Troubleshoots problems, determines repair requirements, confers with supervisor whether County staff has the time and the skill to repair; estimates staff hours and materials required.
- Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary; attends safety meetings; corrects or reports safety hazards; installs warning signs and safety devices.
- Maintains work areas in a clean and orderly condition; removes trash and debris and secures equipment at the end of the work day.

- Responds to questions and complaints from the public; explains County and airport policies and procedures to the public; works in a non-disruptive manner in areas receiving heavy public use.
- Maintains records of work performed.

Important:

- Directs the work of youth employment workers or others on a part-time or temporary basis.
- Responds to emergency situations in off hours as required.

QUALIFICATIONS:

Knowledge of:

Principles and practices of skilled maintenance and repair in at least two of the following craft areas: carpentry, painting, plumbing, electrical or mechanical repair.

Principles and practices of semi-skilled masonry, rolling stock, locksmith, basic welding and related repair.

Techniques, methods and materials related to the maintenance of a variety of landscaped areas.

Use and maintenance of a variety of hand and power tools and equipment related to the work.

Plan and map reading.

Shop mathematics.

Record keeping principles and practices.

Safety principles, practices and equipment related to the work.

Basic supervisory principles and practices.

Skill in:

Performing skilled work in multiple craft areas.

Recognizing unusual, inefficient, hazardous or problem activities and taking appropriate action.

Using initiative and independent judgment within established procedural guidelines.

Securing and barricading aircraft, traffic or pedestrian flow at job sites and using appropriate safety equipment.

Using, adjusting and performing minor maintenance on a variety of hand and power tools and equipment.

Performing heavy physical labor in a safe manner.

Safely using and maintaining hand and power tools related to the work.

Making accurate arithmetic calculations.

Maintaining accurate logs and records of work performed.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Directing the work of others and instructing others in work procedures.

Physical Demands:

- Strength and mobility to work in a airport maintenance setting, including operating hand and power tools.
- Stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces.
- Strength to lift and maneuver materials and equipment weighing up to 90 pounds with proper equipment.
- Vision to drive varied motorized equipment.

- Hearing and speech to communicate in person, over the telephone or radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Work extended shifts, on standby or be called back in emergency situations.
- Work with potential exposure to hazardous substances and chemicals.
- Work out of doors in all weather conditions.

Licensing and Certification:

- Possess a valid California Class C driver's license.
- Possess or obtain an FCC class III operator's license within six months of employment.

Background: Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Minimum: Equivalent to graduation from high school and three years of experience in the maintenance and repair of varied facilities and landscaped areas.

Preferred: In addition to the above minimum, experience working in airport facility maintenance is highly desirable.

This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.