

 **City of Pendleton**

 **Job Description**

**Airport Operations & Maintenance Specialist 2**

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| --- | --- |
| **Department**: Airport  | **FLSA**: Non-Exempt |
| **Reports to**: Airport Manager  | **Representation**: SEIU |
| **Pay Range**: Salary Range 17  | **Date**: March, 2019 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Position is responsible for the maintenance of the Airport grounds and buildings, including the Airport terminal, airfield and airfield equipment, as well as residential and commercial properties owned and leased by the airport. Requires technical skills in the construction, installation, troubleshooting, repair, and maintenance of city facilities and requires expertise in the requirements applicable to airport operation.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. **Inspections** - Inspects all airport facilities, equipment, and safety areas for hazards and to assure proper lighting, navigational marking and other requirements for correct operation. Requires thorough understanding of Federal Aviation Administration (FAA) requirements for airport operation and what is necessary to maintain the Airport Operating Certificate. Maintains daily self-inspection log to record any airport deficiencies and a record of corrective actions taken. Immediately communicates to the Airport Manager any deficiencies that cannot be promptly corrected. Recommends solutions.

1. **Runway Maintenance** - Performs a variety of airport runway and taxiway maintenance duties, including: repair/replacement of runway and taxiway lights, lining, striping or laying other appropriate markings on the runway; keeping the runway clear of rocks or other debris; keeping the runway and surrounding airport property clear of weeds and other vegetation; fills or makes arrangements for repair of potholes; performs snow removal.
2. **Facility Maintenance** - Performs a variety of facility maintenance duties, including: keeping the airport terminal, shop, hangars, warehouses, pilot’s quarters, rental properties and assorted other commercial properties clean and in good repair. May include painting, mowing, weed control, repairing fences, doing moderate to advanced construction tasks (such as framing, roofing, carpentry, etc.) and simple plumbing and electrical duties (such as repairing leaks, replacing fixtures, etc.).
3. **Communication** - Communicates with air traffic control tower, air carrier and fixed base operators, customers, airport employees and others present at the airport about any operational problems to assure compliance with applicable laws and regulations and with the principles of aviation safety. Required to compile and file NOTAMs. Initiates corrective or enforcement action whenever appropriate and reports problems and corrective efforts to the Airport Manager.
4. **Equipment Operation** - Operates heavy, medium and light equipment such as airport trucks, snowplows, tractors, etc. to perform duties such as: snow removal, mowing, earth moving, gravel spreading, etc. Also uses hand and power tools such as table saws, circular saws, and calibration tools. May also instruct others to operate equipment as needed. Keeps all equipment in good working order, including servicing them or making arrangements to have them serviced or repaired.
5. **Firefighting** - Completes training prescribed by the City’s Fire Chief and operates vehicles and related equipment for the airport’s Airport Rescue Fire Fighting (ARFF) program. Shall have or obtain certification in ARFF and maintain certification throughout employment to be able to respond to crash scenes. Completes initial and ongoing training hours as required for recertification each year.
6. **Record Keeping** - Keeps, organizes, and maintains reports, records and other facility maintenance documentation including: self-inspection logs, record of corrections, vehicle maintenance records, training records, fuel inspection records, DEQ outfall records, inventory, safety inspection records, etc. Orders parts and equipment as needed.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. May coordinate or oversee activities of contractors working on or for the airport including inspecting work and reporting problems.

2. Meets, assists and provides information to airport users and the public, and is courteous and constructive in dealing with others.

3. May instruct others in ARFF procedures.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is distinguished from the AOMS 3 by: 1) Expertise that would be expected to be gained with 4-5 years of airport experience; and 2) the absence of lead worker responsibilities including some oversight and training duties.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Completion of trade school supplemented by training in one or more trades which may be useful in airport operation and maintenance is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: \_repair and maintenance work; experience operating light, medium and heavy equipment and a variety of tools.

1. Satisfactory equivalent combination of education and experience.

2. **Special Requirements:**

a) Must possess a valid driver’s license and satisfactory driving record.

b) Must be able to pass the department’s and FAA’s security clearance standards including review of driving record and criminal history.

c) Must possess at time of hire, or obtain within six (6) months, certification in ARFF and SCBA.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods and procedures for developing and maintaining a safe airport environment (i.e. snow-removal methodology, inspection procedures, navigational aid maintenance and repair).
2. Knowledge of, or ability to learn, Federal Aviation Regulations, advisory circulars, and other rules and regulations related to airport operation.
3. Working knowledge of the equipment, tools, materials and methods used in the operation and maintenance of airports.
4. Knowledge of construction methods and materials and familiarity with airport construction procedures and of related tools and equipment.
5. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Ability to work at strenuous tasks outside in all types of weather.
8. Ability to read, understand and apply policies, laws, rules and instructions.
9. Ability to coordinate a building and ground maintenance program including identifying building maintenance needs and take corrective actions.
10. Ability to diagnose and analyze mechanical, plumbing and electrical problems and to initiate repairs.
11. Ability to respond to emergencies on a 24 hour basis.
12. Ability to work independently in the absence of direct supervision.
13. Skill in dealing constructively with customers, contractors and the general public.
14. Ability to establish and maintain effective working relationships and work as a team member.
15. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[ ]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Vehicle - Pick up truck and trailer, loader, mower, snowplow, tractor, fire truck.
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the Airport Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers, including pilots and other airline personnel.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed Indoors and outdoors at a variety of Airport buildings. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[x]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 7:00 a.m. – 3:30 p.m. Monday – Friday but may be adjusted as needed to accommodate airline schedules. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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

Drafted: March, 2019

Amended: July, 2020

Adopted:

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.