

Carson City Airport Authority  
Job Description  
9/15/2010

JOB TITLE: AIRPORT OPERATIONS AND MAINTENANCE SPECIALIST

SUMMARY

An employee in this position works under the immediate direction and supervision of the Airport Manager. The position performs a variety of administrative duties which involve direct monitoring and evaluation of the airfield operational, safety and security functions, including the overall safety, upkeep, and maintenance of buildings, grounds, pavements, runways, taxiways, and associated areas to include snow removal at the airport. Provides technical assistance to the Airport Manager. The position also involves a high level of public contact. Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

OPERATIONS

Performs airfield operational inspections including runways, taxiways, aprons, and other areas.

Advise aircraft owners and operators of violations and infractions of flight and ground rules.

Enforcement of Carson City Municipal Code Title 19 (Airport Rules and Regulations), and Carson City Airport Driving Rules and Regulations.

Issues Notice to Airmen (NOTAMs)

Completes inspection and correction reports, work logs and reports, and other recording or reporting consistent with work related activity.

Conduct ramp checks for overdue aircraft.

MAINTENANCE

Performs a variety of airfield and general maintenance duties including pavement maintenance, equipment repair, maintenance of access control systems, maintenance and repair of runway, taxiway, field lighting systems, grounds keeping, and minimal custodial work.

Operates various types of equipment and vehicles including backhoe, light and heavy duty vehicles including dump truck and snow removal equipment.

Performs equipment inspections and preventative maintenance on assigned equipment and vehicles.

### SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

### QUALIFICATION REQUIREMENTS

#### EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and at least three (3) years experience in maintenance and grounds work - one year of which is directly related to airport operations and maintenance. Basic knowledge of electrical, plumbing, and carpentry is highly desired. Preference may be given to applicants with airport experience.

#### LICENSES/CERTIFICATES:

Must possess and maintain a valid Nevada Driver's License within 60 days of hire.

### KNOWLEDGE, SKILLS and ABILITIES:

The requirements listed below are representative of the knowledge, skill and/or ability required.

#### Knowledge of:

Maintenance procedures; materials and methods used in the maintenance of airport facilities; tools, equipment, methods and materials used in general airport maintenance work; airport operational, safety, and security regulations and procedures, general knowledge of various governmental policies, rules, and regulations regarding airport procedures, and issuance of Notice to Airmen (NOTAMs).

#### Skill in:

Completing maintenance procedures; operating tools, equipment, methods and materials used in general airport maintenance work; operating various types of heavy and light equipment; interacting with public and tenants on a professional and courteous basis; communicating effectively with airport radio systems; keeping simple records and reports including computer logs and reports.

#### Ability to:

Read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals; write, in English, routine reports and correspondence; add, subtract, multiply, and divide using whole numbers; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and deal with problems involving several concrete variables in standardized situations. Learn aircraft and airport operations and procedures.

Must be able to work various hours assigned, including overtime and weekends as required.

### 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts, on uneven surfaces, and in outside weather conditions. The employee is regularly exposed to vibration and is frequently exposed to fumes or airborne particles.

An employee in this position must withstand exposure to variable weather conditions including rain, snow and cold temperatures, and continuous hours of duty. The noise level in the work environment is usually very loud.

The Carson City Airport Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Carson City Airport Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **Gary Province Accomplishments**

June, 2012	Renovated terminal restrooms in terminal at a very little cost to the airport.
February, 2013	Coordinated and prepped terminal for painting with Sheriff's Trustees and for cost of the paint. Painted floors.
April, 2013	Fenced storage yard with existing excess fencing and posts at no cost to the airport.
March, 2014	Up-graded airport direction signs to LED lights- will up-grade other signs as old systems fail.
April, 2014	Improved Carson City Airport sign by fabricating and painting metal backing and installing existing letters at no cost to the Airport.
April, 2014	Replaced old interior terminal lights with current code lights.
September, 2014	Installed new tie down chain sets after completion of main apron reconstruction and numbered tie-downs spots.
February, 2014	Erected drift fence to mitigate tumbleweed blowing into Carson Air Group Hangars.
June, 2014	Crack Repair on perimeter roads
June, 2014	Beautification of parking lot landscaping. Removal of diseased and dying trees.
October, 2014	Drainage ditch restoration and cleaning up construction debris, hauling in rip rap and digging out areas that were causing water to back up. This in an ongoing project.

## **General Maintenance**

Airport inspections performed twice weekly for inoperative lights, signage, and FOD checks.

Gate and reader maintenance. Perform periodic audits of the gate readers to insure that programmed card numbers coincide with database.

Mowing airfield-Seasonal process that includes trimming along runway, taxiways and runway and taxiway lights. Although this is seasonal, mowing does require many days and hours of operating the tractor and must be accomplished at least twice (or more) per year.

Snow Plowing Operations-Gary and I will begin plowing operations as early as 5

AM in order to have the runway open by 7 AM. We both share in the process that can take as long as 8 hours depending on snowfall amounts.

Dust Abatement (adding gravel) on travel areas used by Airport equipment.

Inspecting and replacing inoperative runway and taxiway lights and lighted signs. Replacing LED taxiway lights that become inoperative and tracking the lights as to why lights are not lasting their expected life spans.

Vehicle and tractor maintenance-Oil changes, lube, and most minor maintenance

Are performed on-sight. Front tractor tire repair is performed by Gary, rear by Les

Schwab. All other preventative maintenance is performed by Gary.

Gary donates his time during the Open House to pick up and set up tables and chairs, patrol the apron during the event picking up trash, emptying trash containers and taking down chairs and tables for return to Parks and Recreation. He also makes sure that the Port-a-johns are stocked and serviced.

Gary has often brought his own tools to the Airport in order to facilitate maintenance.

Normal Maintenance as described by the job description advertised for the position dated 9/5/2010.

### **Pay scale comparisons of similar positions at comparable airports**

Please keep in mind that Gary has 6.5 years at the Carson City Airport and 9.5 Year's at McCarran Airport in ramp and building maintenance.

#### Minden-Tahoe Airport

2 maintenance employees

New hire rate at \$18.18. \$28.61 per hour after 4 years of experience.

#### Reno Stead Airport

4 maintenance personnel

New hire (no experience) \$13.58 to \$20.06 per hour.

1 to 3 years of experience. \$16.71 to \$25.05 per hour.

3 to 5 years of experience. \$18.90 to \$28.35 per hour. (depending on work ethic

and ability to work without supervision.)

#### Truckee-Tahoe Airport

2 maintenance employees

Starting at \$18.18 with a maximum of \$28.61 with 4 years of experience.

#### Silver Springs Airport

1 part time employee

\$24.00 to \$30.00 per hour depending on experience.

Airport maintenance salaries vary with other airports regarding the differences in job descriptions and collective bargaining agreements. It is not the intent of this information to compare job descriptions, only to understand the differences in salaries for similar job functions at other local airports.

**Gary Province**  
**Evaluation: 11/4/17**

I have worked with Mr. Province since August 15 of this year. Although a brief period relative to his tenure at the Carson City Airport it falls on me to evaluate his performance.

**Skills:** Mr. Province was hired having many years of experience directly related to airport operations. Add to that his seven years at the Carson City Airport and there is no doubt of his ability to handle any task relevant to the Airport. I have observed him doing concrete work, paving repairs, metal fabrication, painting including making signs and electrical work

**Performance:** Mr. Province does what needs to be done. He has a long standing schedule of routine maintenance tasks and he manages to weave into that routine the out of the ordinary tasks whether unexpected repairs or changes and upgrades as they arrive.

**Initiative:** It is my observation that Mr. Province is and has been for many years primarily self-directed. As this is a senior level position this is an expected level of performance. On many occasions I have asked when a task was going to be done, and his response has frequently been "I already did that." Mr. Province also takes it upon himself to come to the Airport weekly in the evening to check on the operation of the lighting on the Airport.

**Interaction:** Part of this job requires dealing with the public, tenants of the Airport and Contractors. Mr. Province has demonstrated an exceptional ability to work with others. Among the most difficult situations to deal with is confronting people about infractions such as driving rule infractions. I have observed Mr. Province in such situations and he has exceptional skill in dealing with and diffusing what can be difficult confrontations.

**Summary:** Having gotten to know Mr. Province, I find him to be a most valuable asset to the Airport. I would rate his overall performance as better than satisfactory. This being said I would state that this being a position requiring a high degree of knowledge and ability, I personally consider "satisfactory" to be an acknowledgement of this level of professionalism. Gary Province meets or exceeds this standard in all aspects of the job.

I recommend a pay increase for Mr. Province as follows: Place Mr. Province at the 60% point of the differential in the wage scale range of \$18.50 - \$29.00 (\$10.50) which is \$6.30 plus the \$18.50 base level or \$24.80 plus a 5% merit increase of \$1.24 per hour. The total hourly rate for Mr. Province would be \$26.04. I would further ask that this take effect retroactively to October 27, 2017 as this relates most closely to the seven year anniversary of his start date of October 20, 2010.

## Carson City Airport Authority

### Wage Scale

November, 2017

#### AIRPORT OPERATIONS AND MAINTENANCE SPECIALIST

The person hired as the Airport Operations and Maintenance Specialist would be paid in accordance with the following schedule:

Overall pay range to be from \$18.50 per hour to \$29.00 per hour.

Starting pay to be commensurate with the experience, skills and education of the individual hired, at the discretion of the Airport Manager or the Airport Authority but no less than the minimum of the pay range.

Annual increases to be **based on the employee's** annual review. The annual increases would continue until the employee reaches the maximum of the pay range.

#### MERIT INCREASES

In addition to the wage scale, Merit increases can be recommended by the Airport Manager or any member of the Airport Authority and enacted by the Airport Authority. Merit increases are in addition to annual pay range increases and can exceed the maximum of the pay range.

#### REVIEW OF PAY RANGE

The pay range should be reviewed annually during the preparation of the annual budget in order to determine if any cost of living adjustments should be made to the overall pay ranges.