

Carson City Airport Authority

Position Description: Airport Operations and Maintenance Technician

Job Classification: Airport Operations and Maintenance Technician 1-3	FLSA status: Non-Exempt
Wage Scale: \$23.00-\$36.00 DOE	Probationary Period: 12-months
Report to: Manager of Carson City Airport	EEO Category: Skilled Craft Workers

Definition:

Under general direction, oversees and participates in a variety of expert level work including airfield markings application, electrical, pavement maintenance, grounds maintenance and mechanical repair work on a variety of airport assets. Carries out multiple preventive maintenance programs on water systems, runways, aprons, ramps, taxiways, grounds, lights, buildings, AWOS, and roads.

Supervision Exercised: Exercises no supervision.

Example of Important and Essential Duties: *(This class specification may not include all duties listed, nor do the examples cover all duties that may be required.)*

- Perform routine and preventive maintenance tasks to meet the goals and objectives of Carson City Airport Preventive Maintenance (PM) programs.
- Organize daily, periodic, and continuous inspections of facilities, runways, and airfield lighting to ensure the airport is fully operational and faults are coordinated for repair.
- Prepare airfield condition information and disseminate reports via NOTAM, AWOS, or other means.
- Routine maintenance and minor repair of airport vehicles and equipment.
- Maintenance and repair of airfield electrical systems, fixtures and components, gate operators, and airport lighting switch gear.
- Maintenance and repair of all airport pavements including asphalt, concrete, and infield surfaces of all types (rock, dirt, road base, etc.) to include patching of pavement, placement of new pavement, joint and crack sealing.
- Maintenance and repair of perimeter security fences and gates.
- Maintenance of all airport owned landscape areas and repairs irrigation systems and equipment.
- Operate light and heavy motorized construction equipment and power tools including snowplow, blower, tractor, front loaders, , backhoe, mowers, forklifts and air compressors, jackhammers,; assist in excavating, landscaping and demolition duties.
- Perform welding and fabrication duties as needed.
- Dispose of airport waste.
- Assist with aircraft and other airport emergencies.
- Trained to perform as Emergency Incident Commander.
- Perform inspections of airport assets as required, i.e., pavements, markings, airfield lighting system and associated fixtures and equipment, vehicles/equipment, landscape areas.
- Maintain a variety of records including maintenance and repair activities, airport activities and events computerized logs.
- This position is deemed to be essential personnel as part of CCAA's Emergency Response Team and may be required to activate and respond to airport incidents as requested/required.
- Other duties as assigned.

Behavioral Standards

Adhere to and upholds all CCAA values, rules, policies, and procedures (e.g. FAIR, code of conduct, dress code, harassment, discrimination, hostile work environment, technology use, etc.).

- Represent and conduct self in a professional manner.
- Report to work on time and accomplish assigned tasks. Maintain an excellent attendance record.

Miscellaneous:

- Maintain and support a high level of customer service to airport tenants, users, management, peers, partners, and neighbors.
- Adhere to safe operating procedures set forth by the CCAA and OSHA. Employ, demonstrate, and enforce safety risk management procedures.

Knowledge, Skills and Abilities:

- Knowledge of FAA airfield condition standards and related Advisory Circulars.
- Knowledge of practices, methods, equipment, tools, and materials used in maintenance and repair, including snow removal equipment.
- Knowledge of occupational hazards and standard safety practices necessary in the area of airfield repair and maintenance.
- Knowledge of basic principles and procedures of record keeping.
- Knowledge of airfield lighting systems, fixtures, regulators, airfield lighting computer systems, Pilot Visual Aid systems.
- Knowledge of principles, theory, and standard practices of several maintenance trades including basic carpentry, painting, electrical, plumbing, pavement maintenance, markings and vehicle and equipment maintenance.
- Knowledge of techniques of welding.
- Knowledge of concrete and asphalt maintenance and repair.
- Knowledge and skill to safely set up a proper work zone using required traffic control devices.
- Knowledge of electrical systems and controls.
- Skill to operate a variety of maintenance and repair tools and equipment in a safe and effective manner.
- Skill necessary to operate a variety of radio and communications equipment.

Preferred Qualifications:

Education/Certification	High School diploma or equivalent certification; and certification(s) and/or license(s) required for electrician and/or equipment mechanic. Specific trade and certification(s) and/or license(s) to be determined at time of vacancy and specified in the job announcement or equivalent combination of experience and training. Preferred: Airport Safety Operations School/Seminar, ACE, or equivalent. Emergency Management Institute Incident Command: IS-100, IS-200, IS-300. Associates degree, technical or vocational training preferred.
Required Experience	Five (5) years of journey-level trades experience in one of the skilled trades, or pavement maintenance or a related field such as pavement or roadway construction, construction, or utility construction, or electrical experience in airfield, industrial or commercial environment, or experience in the application of paint on pavement surfaces to include latex or oil based paints or heavy equipment mechanic experience, or commercial grounds maintenance or completion of documented leadership development/supervisory training within the two (2) years prior to the date of application.