

CITY OF LINCOLN

AIRPORT MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs skilled and semi-skilled work in the operation and maintenance of the City's airport; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training and technical supervision of lower level positions if assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Airport Maintenance Worker I

The **Airport Maintenance Worker I** is the entry level class in the Airport Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform duties of a more routine nature and learn City policies and specific methods and techniques of operation and maintenance of the City's airport. This classification is alternately staffed with Airport Maintenance Worker II and incumbents may advance to the higher-level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Airport Maintenance Worker II

The **Airport Maintenance II** is the journey level class responsible for performing the full scope of assigned duties. Incumbents perform the full array of skilled and semi-skilled work in the operation of the City's airport. Employees at this level receive only occasional instruction or assistance, and are expected to work in an independent manner and may exercise technical supervision over assigned staff. This class is distinguished from the next higher classification of Senior Airport Maintenance Worker in that the latter is responsible for overall supervision of the City's airport operations and provides supervision over assigned staff.

SUPERVISION RECEIVED/EXERCISED:

Airport Maintenance Worker I

Receives immediate supervision from the Senior Airport Maintenance Worker. May receive functional and technical supervision from an Airport Maintenance Worker II. Incumbents in this classification do not routinely exercise supervision.

Airport Maintenance Worker II

Receives general supervision from the Senior Airport Maintenance Worker. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs skilled and semi-skilled work in the operation and maintenance of the City's airport facilities, including runway repair, light replacement and painting directional lines; cleans runway with sweeper vehicle.
- Operates and maintains equipment and/or machinery including trucks, fueling vehicles, power tools and grounds maintenance equipment; assists with fueling operations as assigned; maintains logs of daily activities.
- Maintains security at the airport; checks for locked doors and suspicious behavior; makes adjustments on airport equipment; maintains tools and equipment in safe working order; checks tie-down area for new tenants and occupancy rates.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may serve in a lead capacity in the training and technical supervision of assigned personnel; responds to after hours call-outs if assigned.
- Responds to questions and concerns from the general public regarding airport issues; provides information as is appropriate and resolves complaints; investigates complaints or claims against the City.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning or lubricating chemicals and aviation fuel, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Airport Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Airport Maintenance Worker I

One year of experience in construction or maintenance work including some semi-skilled assignments, and a high school diploma, or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Airport Maintenance Worker II

Two years of experience in maintenance or construction work, and a high school diploma, or equivalent, or one year of experience equivalent to that of an Airport Mechanic I in the City of Lincoln.

License/Certificate:

Possession of, or ability to obtain, a valid Class B California driver's license, with hazardous materials endorsement.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction and repair of airport facilities; operating characteristics and safety requirements for operation of trucks, fueling vehicles and related airport maintenance and operational equipment; applicable federal, state and local laws, codes and regulations; improve effectiveness and comply with regulatory changes as appropriate; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

Ability to:

Perform maintenance, repair and installation on airport facilities and related equipment; interpret, explain and apply applicable laws, codes and regulations; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; maintain a variety of records; work at substantial heights; make adjustments to standard operating procedures as is appropriate; drive and operate a variety of trucks and heavy equipment; respond to issues and concerns from the community and airport customers; respond to after hours call-outs if assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.