

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**Job Description**

<b>Job Title:</b> Airport Maintenance Technician 1	<b>Updated:</b> January, 2019
<b>Department:</b> Facilities and Grounds	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Facilities Maint. Foreman and/or Airfield Maintenance Foreman	

**JOB SUMMARY:**

This position performs a wide variety of unskilled and semi-skilled work for various activities related to the day-to-day operations and duties associated with the safety and maintenance of Commission owned grounds and paved areas. Duties include mowing; sweeping and repairing of paved areas; operating, fueling and cleaning of trucks, tractors, powered equipment and tools; landscape maintenance, planting, pruning, chipping, weeding and mulching; pickup and disposal of trash and debris; maintaining fences; removing snow and ice; erecting and maintaining signs; assisting with minor building or facility repairs or maintenance. Other duties include: basic troubleshooting and repairs to mechanical, electrical systems and airfield lighting systems, security access system; airfield gates and passenger loading bridges; plumbing, painting, carpentry, masonry, and other building maintenance tasks.

**ESSENTIAL JOB FUNCTIONS:**

**Landside Maintenance:**

**Performs various duties to ensure Commission premises which are accessible to the public are maintained in a neat, attractive and safe condition. Duties are to be performed daily or as directed according to prescribed procedures.**

1. Plants, mulches, waters, fertilizes, prunes and trims plants, shrubs and trees;
2. Weeds, trims, mulches and cleans planting beds;
3. Edges; mows and trims grass; promptly rakes, sweeps and removes grass clippings;
4. Competently handles motorized and manual mowing and weeding equipment to include self propelled, walk behind and manual push equipment;
5. Picks up trash and debris and removes dead leaves from walks, plaza, tree grates, planting beds, fence lines, grass areas, roads, trash containers and other public use areas; delivers refuse to compactor or landfill, as appropriate;
6. Notifies Foreman promptly of landside maintenance duties or problems which need to be undertaken or fixed;
7. Promptly, safely and skillfully removes snow and treats ice on walks and steps; removes snow from drain inlets; keeps supplies of ice treating chemicals and/or sand on hand for tenants;
8. Competently handles motorized and handheld equipment to remove snow and treat ice on airport roadways and employee parking areas, in accordance with Snow Removal Plan;
9. Installs, replaces and maintains signs as necessary;
10. Installs parking blocks, bollards and fence posts safely and efficiently;
11. Assists with roadway painting as directed.

## **Airfield Maintenance:**

**Effectively and skillfully performs a variety of duties to maintain airfield in a safe condition that is in compliance with Part 139 of the Federal Aviation Regulations.**

1. Follows proper "tower to vehicle" radio procedures and controls when moving about or working on the airfield;
2. Competently operates tractor driven field mowers and other mowing equipment inside Air Operations Areas (AOA);
3. Repairs and patches paved areas of airfield; fills holes and ruts in grass areas; repairs and/or replaces small areas of damaged fencing, assists with airfield painting as directed;
4. Operates large and smaller equipment to sweep paved surfaces of airport;
5. Operates large equipment to remove or treat ice and snow on airfield paved surfaces in accordance with Snow Removal Plan;
6. Keeps airside and fence lines free of growth attractive to wildlife or capable of creating an obstruction to air navigation; cleans airfield drainage ditches and catch basins; removes trash and litter from airfield;
7. Promptly removes Foreign Object Debris (FOD) from airfield with the uses of handheld and backpack motorized equipment to avoid damage to aircraft,
8. Notifies Foreman, of any airfield maintenance, that needs to be performed.

## **Facility & Equipment Maintenance & Operation:**

**Operates vehicles and equipment skillfully and preserves, protects and maintains Commission equipment and facilities in a safe and efficient manner.**

1. Operates equipment and vehicles competently and safely, without undue wear and tear;
2. Properly cleans, fuels and cares for tools, equipment, vehicles and supplies; maintains tool, equipment and supply storage areas in a clean and orderly condition;
3. Notifies Foreman of tools, equipment or vehicles which are not in satisfactory working order or of supplies which are needed; arranges for repair or purchase of same, as requested;
4. Assists with erecting, moving or storing decorations, displays, furnishings, etc., as requested;
5. Repairs or assist Mechanic One/Maintenance Mechanics in repairs of Commission buildings and facilities.
6. Performs basic electrical/mechanical troubleshooting and repairs on passenger loading bridges, automatic doors and baggage conveyors;
7. Performs routine inspections of building structures and operating equipment;
8. Troubleshoots and repairs/replaces bathroom plumbing fixtures,
9. Troubleshoots and repairs minor issues with the computer controlled security system components.

## **Safety & Security:**

**Complies with established safety policies/procedures and performs all duties in a safe manner according to Commission, Federal and State regulations.**

1. Continually monitors assigned work areas to ensure they are maintained in a clean, safe condition;

2. Reports any potential safety hazards immediately to Foreman, Security or Operations, as applicable; takes immediate action to protect self and others from hazard;
3. Reports any injuries to self and/or others, or damage to property, immediately to Foreman. Understands and follows Safety Data Sheet (SDS) safety precautions and procedures for the handling of chemicals and other products used to perform duties or contained in equipment or vehicles;
4. Understands and follows common sense precautions at all times;
5. Is careful and does not take unnecessary risks which might injure self, others or property;
6. Utilizes tools, equipment, vehicles and supplies as instructed and in a manner for the purpose(s) intended;
7. Exhibits correct lifting procedures and practices to avoid injury;
8. Attends job safety training, reads safety rules and follows them at all times;
9. Wears and uses all required safety and personal protective equipment and clothing according to the job being performed and applicable Personnel Policy and Regulations (PPR) at all times;
10. Complies with all applicable safety policies, procedures as prescribed by government and/or Commission regulations;
11. Advises Foreman and/or Department Director of unsafe conditions or practices at the airport which (s)he observes;
12. Is knowledgeable of, complies with and requires others to comply with Airport Security requirements;
13. Provides escort for un-badged contractors or service providers, or those who are not authorized to operate unescorted vehicles on the airfield, as required.

**Other Duties:**

1. Consistently exhibits satisfactory levels of performance and behavior;
2. Complies with all safety policies/procedures and performs all duties in a safe manner according to Commission, Federal and State regulations;
3. Projects positive, professional image when dealing with passengers, public and tenants ("customers") and refers unresolved customer concerns or problems to appropriate Director or management representative; interacts with employees from other Divisions and Departments to facilitate positive, productive working relationships.
4. Consistently acts as a steward of the Commission's resources.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of principles and practices of equipment operation such as snow removal, tractors, mowers, dump trucks, etc. preferred;
2. Knowledge of safe use and operation of variety of hand tools and small gasoline powered engines (chain saws, tree pruners, weed eaters, etc.) preferred;
3. Knowledge of traffic laws and regulations governing equipment operations preferred;
4. Must have ability to follow specific verbal instructions, written instructions and manuals, and pay attention to detail required;
5. Good oral, written communication skills required;
6. Ability to perform in emergency situations preferred;
7. Ability to work under pressure in handling multiple tasks, and multiple directives preferred;
8. Knowledge of basic computer skills and ability to learn computer programs needed to perform work preferred.

### **TRAINING, EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent required;
- Minimum (1) year experience driving and operating equipment preferred;
- Basic electrical and plumbing knowledge preferred.

### **SPECIAL REQUIREMENTS:**

- Must meet and maintain TSA security requirements for unescorted access into the Airport's Secured Area and other Airport Operations Areas;
- Must have a Valid Virginia DL or be able to obtain within 30 days of hire;
- Have and maintain driving record acceptable to Roanoke Regional Airport Commission and its insurance carrier(s);
- Must have reliable transportation;
- Ability to have flexible schedule;
- Available to work during inclement weather conditions;
- Must be able to work rotating shifts, nights, weekends and holidays as needed;
- Must have the ability to comprehend instructions from on-the-job training and manuals;
- Must have the ability to demonstrate practical skills and knowledge from on-the-job training;
- Will attend training course/seminars pertaining to the job description to improve/advance skill sets.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

See Summary of Physical, Sensory, and Environmental Requirements.

### **COMPENSATION:**

Grade - 3 *Effective 7/3/18*

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**Note:** This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of  
Physical, Sensory, Environmental, and Emotional Requirements  
Needed To Perform Essential Job Duties**

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**A. PHYSICAL REQUIREMENTS**

**1. Lifting:**  
Up to 60 lbs.

**2. Carrying:**  
Up to 60 lbs.

**3. Pushing/Pulling:**  
Up to 60 lbs.

**4. Use of Equipment:** Volt-ohmmeter, computers, hand tools, power tools, trucks, drill press, drill, saw, in-pack wrench extension, air compressors, ladders, bucket truck, self-propelled aerial work platform, electrical generators, runway de-icing spreader, snow broom/blower, paint brushes/rollers, shovel, manual post hole digger, pry & chipping bars, chainsaw/pole saw, self propelled paint machine/pavement grinder, power pressure washer, push broom. Truck and equipment trailer, manual mowing equipment, self propelled mowing equipment, String trimmer/edger/brush cutter/ blowers - handheld and back pack, wood chipper.

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing		X			
7. Walking	X				
8. Bending		X			
9. Stooping		X			
10. Crawling			X		
11. Climbing			X		
12. Reaching Above Head		X			
13. Grasping a. One hand. b. Both hands.		X X			
14. Fine Manipulating: a. One hand. b. Both hands.		X X			

## B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature.		X			
2. Outside Work		X			
3. Exposure to dust, fumes, odors, water, etc.		X			Equipment exhausts, aircraft exhausts.
4. Exposure to biological, mechanical, electrical and/or chemical hazards.		X			
5. Normal (inside) environment.		X			
6. Noise		X			Heavy equipment. aircraft.

## C. SENSORY REQUIREMENTS

					Explanation
<b>1. Eyesight</b> a. Normal/Corrected b. Close eye work. c. Other	X X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	Color vision
<b>2. Hearing</b> a. Normal tones. b. Soft tones. c. Other	X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	
<b>3. Distinguish Smells</b>	X	Necessary		Not Necessary	
<b>4. Distinguish Temperatures by:</b> a. Touch b. Proximity	X X	Necessary Necessary		Not Necessary Not Necessary	By equipment indicator.

### D. Other Comments:

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