TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

OPERATIONS AND MAINTENANCE TECHNICIAN I

OPERATIONS AND MAINTENANCE TECHNICIAN II

FLSA: NON-EXEMPT

DEFINITION

To perform a variety of semi-skilled tasks associated with the operations and maintenance of the District including airport safety, aircraft line services, aviation fuel quality control and handling, UNICOM operations, hangar, grounds and facility maintenance, equipment operations and maintenance, snow removal, construction management, and emergency response.

DISTINGUISHING CHARACTERISTICS

Operations and Maintenance Technician I – This is the entry level class in the Operations and Maintenance Technician series. Positions in this class typically have little or no directly related work experience. The Operations and Maintenance Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Operations and Maintenance Technician II – This is the journey level class in the Operations and Maintenance Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level based on the performance of the full scope of work, meeting performance standards, and meeting the requirements of the II level.

SUPERVISION RECEIVED AND EXERCISED

Operations and Maintenance Technician I

Receives immediate supervision from an Operations and Maintenance Supervisor.

Operations and Maintenance Technician II

Receives general supervision from an Operations and Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES – ***Duties may include, but are not limited to, the following:***

Serve as UNICOM operator, communicating with pilots, coordinating ramp services, providing concise information and advisory transmissions, obtaining and reporting aviation weather observations, and drafting and transmitting approved NOTAMs.

Reconcile daily fuel sales and other sales; prepare deposits; print out and verify accuracy of daily reports.

Provide ramp service to aircraft including fueling, lavatory and potable water service, marshalling and securing aircraft on ramp, tagging aircraft and vehicles for payment, and providing transportation to customers.

Inspect, maintain and repair buildings and aircraft hangars, ensuring compliance with District policies and FAA regulations; interact with tenants to ensure maintenance and repair needs are addressed properly and timely.

Perform airfield inspections, maintenance and repair including the repair of lights, grounds, pavement and signage; perform inspections for Foreign Object Damage (FOD).

Operate light to heavy equipment in the repair and maintenance; perform snow removal.

Perform a variety of semi-skilled tasks including light electrical, plumbing, metal fabrication and carpentry; use hand and power tools in a safe manner.

Participate in special construction and/or repair related projects.

Monitor parking lots and enforce policies.

Respond to airfield emergencies.

Perform ground maintenance including mowing, tree trimming, and vegetation and forest management.

Interface with a variety of airport customers and suppliers, to include pilots and facility tenants, with professionalism, tact, and courtesy.

Conduct accurate fuel sampling/testing; monitor and report bulk fuel availability.

Direct response to Petroleum, Oil and Lubricant (POL) spills; perform immediate action for POL spills and rapidly; report Maintain POL and waste POL logs and records.

Keep records of work performed.

Open and close airport services in accordance with checklists.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Operations and Maintenance Technician I

Knowledge of:

Basic methods, tools, materials and equipment used in construction and maintenance.

Basic principles and practices of record keeping.

Basic facilities construction and repair work and methods, including minor carpentry, plumbing, and electrical.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office procedures, methods and computer equipment. Principles and practices of customer service.

Principles and practices of excellent customer service.

Ability to:

Learn to perform work in the operations, maintenance and repair of airfield and terminal facilities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; remember equipment location.

Intermittently, sit while completing forms and reports, driving and operating equipment; load/unload equipment off truck; walk around job sites; kneel, bend and twist while examining pavement and equipment; climb up ladders; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and occasionally up to 100 pounds.

Learn to perform responsible duties associated with UNICOM operations.

Safely operate a variety of maintenance equipment, hand tools and power tools.

Work assigned on evenings, weekend, or holidays; work in a variety of weather conditions.

Perform heavy manual labor for extended periods of time and under all weather conditions.

Communicate via radio, understand and apply Federal, State, and local policies governing operations at the Airport, and support safety in an aviation environment.

Operate and use modern office equipment including computers and applicable software.
Communicate clearly and concisely, both orally and in writing.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of experience in the construction and maintenance field.

Training:

Equivalent to the completion of the twelfth grade.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of certificate as an Airport Certified Employee (ACE) desirable.

Operations and Maintenance Technician II

In addition to the qualifications for the Operations and Maintenance Technician I:

Knowledge of:

Methods of airfield maintenance, operations and repair.

Methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of facilities and airfield.

Ability to:

Independently perform semi-skilled maintenance, construction and repair work.

Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.

Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.

Complete required reports. Effectively control airfield traffic.

Independently serve as UNICOM operator.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of responsible performing duties similar to that of an Operations and Maintenance Technician I with the Tahoe Truckee Airport District.

Training:

Equivalent to the completion of the twelfth grade. License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of certificate as an Airport Certified Employee (ACE) desirable.

WORK ENVIRONMENT

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus.

When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength to safely operate them. Employees will be required to perform these often strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to

climb ladders and walk cross country, be able to occasionally work up to 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constitutes regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by Managers. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.