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Class Specifications for the Classes:

AIRPORT OPERATIONS AND MAINTENANCE WORKER II & III (AIRPORT OPTNS & MTNCE WKR II & III)

Duties Summary:

Conducts the operation, maintenance, security , safety and crash/fire activities of a secondary airport having commercial and/or general aviation activities; and serves as representative of an airport district manager in dealing with airlines, tenants, licenses, permittees, personnel and the general public; and performs other duties as assigned.

Distinguishing Characteristics:

These classes are charged with responsibility for the upkeep and safe operating condition of a secondary airport which consists of activities relating to buildings and grounds maintenance, minor repairs to buildings and equipment, enforcement of airport regulations, maintaining effective relationships with airport users and taking necessary actions in the event of emergencies. Work is performed under the general supervision of an Airports District Manager and in accordance with established operational plans, policies and procedures, and standard maintenance and repair techniques. Review of the work of positions in the classes is made through operational reports and periodic inspections. Personal contact involves the enforcement of airport rules and regulations; providing factual information to airlines personnel, passengers, and aircraft operators; and providing operational assistance as required.

II Level: Sole position responsible for the operation, maintenance, security and crash/fire activities of a secondary airport.

III Level: Responsible for supervising the operation, maintenance, security and crash/fire activities of a secondary airport having provision for night flights and field capacity to accommodate several daily commercial flights. The passenger traffic and use of terminal and parking facilities require the supervision of one or more Airport Operations and Maintenance Worker I's in maintenance, repair and public contact activities.

Examples of Duties: *(Positions may not be assigned all of the*

duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

Checks runway markers, wind tees, wind socks and other navigational aids to see that they are in workable condition; makes daily inspections of runways and adjacent areas and removes any obstructions and trash; plans, schedules and performs maintenance and custodial duties; prepares and submits periodic operational reports and keeps daily log of work; acts as liaison with commercial airline and air taxi representatives and freight agents, or other aircraft operators and refers any grievances to the airport district manager; chips, scrapes and paints wind indicators; and greases, oils and makes minor repairs to moving parts of indicators, etc.; performs building maintenance work such as replacing window panes, touch up painting, and repairing faucets, sections of sidings, roofs, counters and doors; repairs and patches runways, approach roads, parking areas, ramp areas and other paved areas; checks all electrical fixtures in buildings and replaces burnt-out bulbs, fuses or fixes light switches; checks, operates and maintains firefighting equipment and vehicles; checks, maintains, services and makes minor repairs to tractor mower, truck and other mechanical equipment; performs janitorial work in passenger and freight terminals, maintenance shops and other buildings; collects and hauls rubbish from buildings and adjacent grounds; operates a tractor mower with attachments and cuts grass around airport buildings, runway shoulders and other sodded areas; maintains and landscapes airport areas by planting, irrigating, cultivating, fertilizing and pruning trees, plants and shrubs; requisitions and keeps an adequate amount of cleaning materials and supplies on hand; in case of emergencies takes whatever actions are necessary including the immediate closing of airport, issuing notices to airmen, notifying airport district manager and all concerned and marking closed field with appropriate markings; enforces parking, ground transportation and other regulations and prevents vandalism; trains volunteer personnel in aircraft crash/fire techniques and acts as crew chief in case of aircraft crash/fire emergencies.

In addition, an Airport Operations and Maintenance Worker III checks and tests runway lights, an emergency generator and rotating beacon; assigns and reviews the work of one or more subordinates in maintenance and custodial work; evaluates work performance of subordinates and provides orientation and instruction in the work and; assures safe work practices and conditions.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Practices, tools and equipment used in building and equipment maintenance; practices, tools and equipment used in the maintenance of paved areas and landscaped grounds; simple recordkeeping and reporting; pertinent airport operations, rules and regulations, and firefighting techniques.

In addition, the Airport Operations and Maintenance Worker III requires knowledge of the principles and practices of supervision.

Ability to: Organize and schedule maintenance and custodial activities; operate motorized equipment; observe hazardous and improper airport conditions and take corrective action; prepare operational reports; speak effectively and deal tactfully with others; take effective actions in cases of crash/fire; apply airport regulations effectively.

In addition, the Airport Operations and Maintenance Worker III requires the ability to assign and review the work of others; plan and schedule work involving one or more subordinates to maintain effective available services.

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This is an amendment to the specification for the classes AIRPORT OPERATIONS AND MAINTENANCE WORKER II and III (AIRPORT OPTNS & MTNCE WKR II & III), which were approved on October 9, 1967.

DATE APPROVED: 10/9/67

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