



Department:	Airport
Bargaining Unit:	SEIU
Salary Range:	E37
Last Revision:	January 2014

AIRPORT MAINTENANCE AND OPERATIONS SPECIALIST

DEFINITION

Under direction, to coordinate and participate in the maintenance operations of the Hollister Municipal Airport; to assist in airport property rentals; and to provide technical assistance to the Airport Director/Manager.

SUPERVISION EXERCISED

Exercises direct supervision over seasonal maintenance workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in developing maintenance programs and plans for airport facilities; develop, schedule and carry out a preventive maintenance program.

Coordinate the summer youth program; select, supervise, and evaluate the work of students performing general maintenance duties.

Perform the full range of airport maintenance duties including painting, landscaping, mowing, weed control, and building fences; perform equipment and vehicle maintenance duties.

Maintenance and repair runways, runway lights, taxiway lights, windows, roofs, and other facility maintenance requirements; ensure runway and taxiway are clear zones and appropriate drainage is maintained.

Operate a variety of maintenance equipment including back hoe, tractor, dump truck, boom truck, various mowers, and other vehicles, and facility maintenance equipment.

Respond to complaints, inquiries, and suggestions from the community and users of airport facilities regarding airport operations, policies, and procedures.

Coordinate support services provided by other City departments; ensure maintenance of parks, lawns, trees, and parking areas.

Maintain records and prepare reports on operations as needed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in compiling information for applications for Federal and State funding and grant programs.

Recommend supply and equipment purchases; call for price quotations; prepare purchase orders; maintain records and review invoices for the Airport Director/Manager's approval.

Perform a variety of airfield and general maintenance duties including pavement maintenance, road repairs, snow removal, weed control, painting and striping, maintenance of access control systems, maintenance and repair of airfield lights, installation and repair of airport signs, repair of sprinkler systems, grounds keeping, building maintenance, and custodial work.

Serve as Airport Manager upon the request or absence of the Airport Director/Manager.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL OUALIFICATIONS

Knowledge of:

Operational characteristics of mechanical equipment and tools used in the maintenance and repair of equipment and buildings at an airport.

Principles, theory, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.

Principles and practices used in dealing with the public.

Occupational hazards and standard safety practices necessary in the area of airport maintenance operations.

Principles and procedures of records keeping.

Principles of lead supervision and training.

Prepare Clear and concise Reports

Safe driving principles and practices.

Operate a variety of vehicular and mechanical equipment in a safe and effective manner.

Skill to:

Operate a variety of maintenance and repair tools and equipment in a safe and effective manner.

Operate a variety of radio and communications equipment.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:

Learn and correctly interpret and apply the policies, procedures, laws, codes, and regulations to assigned programs and functions.

Perform responsible maintenance and repair work with accuracy, speed, and minimal supervision.

Identify maintenance needs and take corrective actions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Meet and deal tactfully and effectively with the public.

Handle multiple concurrent projects and manage priorities and tasks.

Provide lead supervision and training to assigned staff.

Analyze situations carefully and adopt effective courses of action.

Understand and follow oral and written instructions.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

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

Experience:

Three (3) years of responsible equipment, vehicle, and facility maintenance experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in F.A.A. regulations, airport operations, or related field is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Class A driver's license within the first (6) months of hire.

Possession of, or ability to obtain, a State of California Pesticide Applicator Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and location; availability for shift work, on-call, and stand-by.

Effective Date: January 2014