

CITY OF SALINAS

SENIOR AIRPORT TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SEIU / L02

DEFINITION

To provide lead supervision for and perform skilled maintenance and repair work in electrical, plumbing, carpentry, and mechanical maintenance of airport equipment, facilities and grounds; assist in enforcing airport regulations; assist in emergency response; assist in budgeting for airport maintenance and improvement; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class. Positions in this class are responsible for planning, overseeing and performing the full range of journey level work including the most difficult and complex building maintenance activities and repairs on airport buildings, facilities and equipment. May lead a small crew and assume the day-to-day operational duties of the Airport Manager during absences.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Airport Manager. Exercises functional and technical supervision over subordinate personnel as required.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Troubleshoot, adjust, repair and maintain a variety of specialized airport electronics and electrical equipment such as slope and path indicators, beacons, runway and taxiway lights, computer controllers, relays, etc. Change components and perform limited printed circuit board repair. Maintain and repair runways, taxiways, and other paved (concrete and asphalt) and unpaved roads and areas in accordance with Federal Aviation Administration (FAA) rules and regulations. Operate a variety of light to heavy equipment such as pickup truck, mower, forklift, aerial lift, backhoe, dump truck, tractor, sweeper, etc. Replace and/or service lights, ballasts, fixtures, switches, circuit breakers, and other electrical equipment (e.g., heating, ventilating and air conditioning) in airport buildings/facilities. Perform general plumbing, carpentry, painting, and other tasks associated with routine maintenance and repair of airport buildings/facilities. Maintain logs and records, including storm water related documents, develop and maintain reports for submittal to appropriate agencies. Maintain grounds free of weeds and other debris, including operating weed-eaters, mowers, etc. Maintain inventory, keep records and order supplies as assigned. Inspect airport for compliance with storm water regulations, safety and maintenance needs, assist in airport operations, opening and closing runways, notify airport users of conditions, etc. Calculate, design and prepare sketches for construction and modifications to be performed; estimate and order materials and layout work; recommend soliciting bids for larger jobs. Assist in airport emergency response, preserve scenes, and provide first response to first aid situations. Observes air and ground traffic for safe compliance with FAA rules and regulations; reports and takes appropriate action on unsafe aircraft or vehicle operations or continued airport violations. Explain airport policies to pilots and members of the public, maintain good public relations with airport users and the public; conduct tours of the airport. Assist the Airport Manager with daily supervision of subordinate personnel in completion of assigned work, including training and guidance. Inspect work, provide instruction on work processes, and provide input to performance appraisals. Plan, organize and assign airport maintenance and construction work. Evaluate overall airport maintenance and improvement needs, plan and estimate work, and recommend maintenance budget levels. Work with contract consultants, engineers, and construction firms to discuss work scope, review plans and confirm work completion. Perform related duties as assigned. Work alternate work schedules, to include weekends and some holidays.

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PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility and stamina to stand and walk for long periods of time. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to shovel dirt and mud, lift up to 50 pounds and occasionally up to 75 pounds. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, to detect and describe noises in machinery or to hear running water. Vision sufficient to read fine printed materials on labels, manuals, diagrams, to work with color-coded wires with no color deficiencies, and to drive. Detect odors. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Perform manual labor generally in an indoor environment for periods up to but not limited to 8 hours per day. Work with potentially dangerous chemicals including chlorine, sewage waste, Freon and the gases used with welding equipment. Respond to emergency call-outs at all hours of the day.

QUALIFICATIONS

Knowledge of:

Techniques and methods of lead supervision, including planning, organizing, assigning and evaluating work. Methods, materials, tools and equipment used in troubleshooting, repair and maintenance of airport electronic equipment, including printed circuit board repair; general building maintenance including plumbing, electrical, and carpentry; repair and maintenance of asphalt, concrete and unpaved areas, including runways, taxiways, and roads. Operation, maintenance and servicing requirements associated with a variety of power/hand tools, light and heavy motorized equipment. Federal, State and local codes and regulations governing airport operations, including initial emergency requirements, proper radio communication and airport security is desired. The safe and proper handling of hazardous materials and aircraft fuels.

Ability to:

Perform at least one of the following trades at an advanced journeyman level: electrical, plumbing or carpentry (electrical is strongly preferred). Establish and maintain cooperative working relationships with others. Provide training and guidance to less experienced personnel. Perform mechanical maintenance/repair on motors. Evaluate electrical, plumbing and mechanical repair work; take appropriate action. Understand and carry out oral and written directions. Read and interpret gauges and other recording devices. Maintain accurate logs, records, reports and charts. Work without close supervision; exercise sound independent judgment. Enforce airport and FAA operating and safety procedures. Operate radio communications equipment. Safely and effectively work on ladders and tall structures. Promote and maintain safety in the work place. React quickly, effectively and calmly in emergency situations. Meet the physical requirements necessary to safely and effectively perform required duties.

Skills to:

Troubleshoot, adjust, repair and maintain airport electronic and electrical equipment and systems, buildings, facilities and grounds, including operation/maintenance of associated tools and equipment for such tasks. Measure and calculate angles, lengths, volumes and electrical/electronic factors such as capacity and resistance. Design, layout and prepare sketches and estimates for maintenance and construction work. Analyze/evaluate construction and development plans for feasibility and encroachment. Evaluate and plan costs for budgeting maintenance and improvement of buildings, facilities and grounds. Communicate tactfully and effectively with other Airport Staff, other City personnel, Airport Commissioners, airport users, various agencies, contractors and members of the public.

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License or Certificate:

Possession of a valid California driver's license.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to completion of high school/GED supplemented with course work in the electrical, plumbing, carpentry and mechanical trades plus the equivalent to three years of responsible facility maintenance experience utilizing the trades. Previous lead or supervisory experience is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-01, REV: 5-01, REV: 12-06