

CITY OF MALDEN

POSITION DESCRIPTION

Class Title: AIRPORT MAINTENANCE CLASS I		Date: November 15, 2019
FSLA Status: (To be completed by HR) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Grade Number: Classification Code:	Division: AIRPORT/INDUSTRIAL PARK
Department: MALDEN REGIONAL AIRPORT AND INDUSTRIAL PARK		Reports To: DIRECTOR OF ECONOMIC DEVELOPMENT/AIRPORT FACILITIES

PHYSICAL/ENVIRONMENTAL CHARACTERISTICS

Essential functions are routinely performed in: (check all that apply)

General Office Maintenance (Indoor & Outdoor) Management Other _____

Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required.

GENERAL PURPOSE- Description to include the purpose of the position and level of supervision given or received.

Position responsible for the completion of maintenance and upkeep as related to the Malden Regional Airport and Industrial Park as directed by the Economic Development/Airport Facilities Director whether verbally or in writing. Position request self-scheduling for completion of assigned & usual duties and requires that direction/instructions be given to other maintenance personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Describe each of the basic functions, responsibilities of the job, and abilities (physical and mental).

Must be mental and physically able to perform all the herein listed duties and any other work as assigned or deemed necessary by the Public Works Superintendents.

1. Class I Maintenance & Equipment Operator is working position with minor responsibilities for directing the actives of other maintenance personnel to ensure that all maintenance personnel are actively performing needed work
2. Perform all functions for the maintenance and upkeep of the Airport and Industrial Park including housing, industrial buildings, aviation buildings, aviation lights/pavements, aviation fuel systems, streets & runways for snow/ice removal, and grounds maintenance. To include changing filters in heat/air systems, sweeping floors, etc.
3. Responsible for the operation and repair of all maintenance equipment including performing preventive maintenance such as oil changes, sharpening blades, vehicle inspections, greasing/oiling of equipment for smooth operation including the aviation fuel system reel, etc.
4. Respondent for the completion, in a timely manner, or work orders as shown on the weekly time sheet or as verbally relayed by the Office of Economic Development/Airport Facilities Director.
5. Responsible for day-to-day cleanup including trash pickup, weed trimming, tree trimming, mowing, removal of rocks/debris from the aviation areas, etc.
6. Responsible for assisting in keeping accurate records of material/man hour costs by submitting all documentation on purchases and submitting accurate time sheets to the Office.
7. Responsible to communicate to the Economic Development/Airport Facilities Director any issues with equipment or property.
8. Inspect and prepare the required reports in relation to vehicle inspections, gas/diesel safety inspections/dike drain record, etc.
9. Attend and participate in the monthly Safety Meetings and take any CPR & First Aid Classes as needed.
10. Complete minor (under \$50) purchase within establish guidelines, but with purchases of \$50 or more – need consultation with the Economic Development/Airport Facilities Director prior to purchase.
11. Available for “call outs” for repairs to rental property, during inclement weather including snow removal, for aircraft accidents, etc.
12. Assist the Economic Development/Airport Facilities Director with research as requested.

The functions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS – Describe the minimum education and experience required for the job.

Minimum high school diploma or equivalent and strong skills in relation to mechanics, basic carpentry, electrical, plumbing, etc. in order to maintain a variety of equipment and properties. Must be 18 years old or older to operate certain power equipment. Valid Missouri Driver’s License and current Class B CDL License with air brake endorsement (or ability to obtain within one (1) month of hire date) to operate the 1988 International (56,000 lbs). Must have own transportation. Ability to acquire any other license as may be required by Law. Must pass a drug test and medical physical including back x-rays prior to employment commencement.

KNOWLEDGE, SKILLS, & OTHER QUALIFICATIONS – Describe knowledge, skills, and qualifications required for the job.

KNOWLEDGE

1. Knowledge of and ability to handle/operate/maintain any heavy equipment owned, power tools, chainsaws, paint sprayers, farm tractors, rotary mowers, snow removal equipment, spraying equipment, and any other equipment for grounds and property maintenance.
2. Knowledge of or ability to learn to perform maintenance on the runways such as electrical, asphalt repair, painting, snow/ice removal, and any other work deemed necessary by the Economic Development/Airport Facilities Director.
3. Knowledge of or ability to learn procedures to safely navigate the airfield with ground equipment and to identify the presence of any hazardous defects or foreign objects and take required action to eliminate the hazardous condition in an expedient manner. Must inform Superintendent of hazards even when handled.
4. General working knowledge of or ability to learn aviation activities and general operation of the overall Airport/Industrial Park.

SKILLS

1. Strong mechanical, basic carpentry, electrical, plumbing, etc. abilities.
2. Ability to exercise some independent judgment in the accomplishment of responsibilities assigned.
3. Ability to comprehend written and verbal instructions.

QUALIFICATIONS

1. Must be mentally and physically able to perform all there herein listed duties and any other work as assigned or deemed necessary by the Economic Development/Airport Facilities Director.
2. Must remain aware and observant and must react promptly and accurately to mitigate damages.
3. Must be able to work in a variety of environmental conditions as necessary.
4. Some day travel required for business purposes.

EQUIPMENT & VEHICLES USED – Include the equipment and vehicles used, if applicable.

Vehicles and equipment owned and operated by the City of Malden to include heavy and light trucks, zero turn lawn mower, tractor, etc.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

Approval: David B. Bloch
Supervisor

Approval: John S. [Signature]
Appointing Authority

Effective Date: 11.15.19

Revision History: _____