



## **AIRPORT OPERATIONS AND MAINTENANCE LEAD**

Salary Range: PW/151

### **DEFINITION**

To lead the maintenance, repair, and upkeep of airport areas, equipment, systems, buildings and facilities. Assists in the provision of a variety of services to airport users and maintains related records and reports. Assists as necessary with transit services and projects. Provides support to the Public Works Director on airport and transit issues in the Airport Manager's absence.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Airport Manager and the Public Works Director in the Airport Manager's absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Assist in the repair and maintenance of airport facilities, including such things as runways, taxiways, aprons, parking areas, structures and open space; organize the repair and maintenance of snow removal and fire equipment.
- Participate in the full range of heavy equipment operation and maintenance activities.
- Assist in maintaining a variety of files and records such as the Security Threat Assessment Database, Transportation and Security Administration (TSA) security files, and the Gate Card Database.
- Assist in preparing cost estimates for maintenance and repair activities.
- Act as the Assistant Security Coordinator in coordination with TSA.
- Act as the National Weather Service "Weather Observer" on a regular basis and assist others in understanding weather patterns.
- Act as liaison with the Public Works fleet crew to ensure equipment and vehicles are repaired in a timely manner.

- Assist with budget preparation and cost estimation analysis for airport equipment.
- Assist with and maintain airport seasonal and full-time staff scheduling.
- Ensure seasonal and full-time employees are up-to-date and trained on airport competencies and required record keeping requirements. This includes Part 139 Safety Requirements for the airport. Ensures safety and reporting requirements are met in a timely manner.
- Assist with implementation of the storm water prevention plan.
- Act as Wildlife Coordinator by maintaining the necessary database and records through the Federal Aviation Administration.
- Act as Airport Fire Authority; work in conjunction with local fire district personnel (Long Valley Fire Protection District), FAA, and TSA for airport emergencies and safety; assist local authorities with fire related inspections per the California State Fire Marshall (CSFM) codes.

### **PERIPHERAL DUTIES**

- Assist Airport Manager in his or her day to day job activities.

### **QUALIFICATIONS**

#### Knowledge of:

- Materials, methods, practices and equipment used in airport maintenance and repair activities.
- Federal, state and local rules and regulations related to airport maintenance.
- Occupational hazards and standard safety precautions.
- Snow removal methods, procedures and equipment.
- Operation and maintenance requirements of a variety of motorized airport equipment.
- Storage, handling and disposal of hazardous materials.
- Aircraft rescue and firefighting techniques.

- Modern office practices, procedures, methods and equipment.

Ability to:

- Plan, organize, and schedule airport maintenance and repair work.
- Interpret and work from sketches, penciled layouts and construction plans; prepare plans for minor projects.
- Communicate clearly and concisely, both orally and in writing.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel, and radios.
- Compile and maintain complex and extensive records; prepare routine reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

Experience and Training:

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

Education

Equivalent to completion of the twelfth grade, supplemented by specialized training in equipment and facilities maintenance.

Experience

Two years of increasingly responsible experience in the maintenance, repair, and construction of airport facilities.

Experience using MS Office software, mobile radio, motorized vehicles and equipment, including snow blower and loader.

Licenses and Certifications

- Possession of or ability to obtain appropriate, valid California Class C driver's license.
- Possession of or ability to obtain within the first year of employment, valid California Class A and B driver's licenses is preferred.
- Possession of or ability to obtain First Aid and Cardiopulmonary Resuscitation Certificates.
- Possession of, or ability to obtain FAA Part 139 Live Fire Certification Training for Index B/C so as to be certified as an aircraft rescue fire fighter.
- Possession of, or ability to obtain certification as a National Weather Service "Weather Observer".

### **TOOLS AND EQUIPMENT USED**

Personal computer, mobile radio, phone, motorized vehicles and equipment, including snow blower, and loader.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell. The employee is frequently required to sit, climb, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required.

The employee is required to continuously lift and/or pull or push up to 10 pounds, frequently lift and/or push or pull up to 50 pounds, occasionally lift and/or push or pull up to 75 pounds, and occasionally lift and/or push or pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee will frequently be required to work with and/or near machinery, electricity, power and impact tools, chemicals, fumes, and at heights.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting. While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme cold, windy and other wintery conditions and will occasionally work in extreme hot temperatures. The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, dust, excessive noise, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field. The employee will frequently be exposed to excessively loud noise levels, where appropriate hearing protection will be provided.

As a fire fighter and first responder, hazardous or stressful conditions may be encountered such as smoke, fumes, extreme heat, fire, exposure to toxic substances, and people with severe injuries.

## **GENERAL**

The duties 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. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.