



JOB DESCRIPTION

Title: Airport Maintenance Technician

Department: Airport

Reports to: Airport Manager

Pay Grade:

Date Adopted: August 1, 2023

Previous Revision Date: 1993

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Responsible for the operation, maintenance, and safety inspection of equipment, minor repair of buildings, structures, runways, taxiways, ramps, roads, and other similar facilities of the Beatrice Municipal Airport.

Essential Functions:

1. Perform a variety of skilled and semi-skilled grounds and building maintenance, repair, and custodial duties at the Airport, including general building maintenance, general equipment maintenance, basic carpentry, painting, light plumbing, and light electrical work.
2. Perform grounds maintenance duties, including mowing and trimming grass, cutting brush, and trimming trees, and various other landscaping duties.
3. Conduct daily airport inspections to ensure the airport environment is safe for aircraft operations. Perform safety inspections of runways, taxiways, and ramps to ensure proper operation of runway and taxiway lights, picking up trash and debris from runways and taxiways.
4. Perform various custodial functions to assure safe, clean, and orderly grounds and buildings.
5. Perform required repairs and preventive maintenance on hangars and other airport facilities.
6. Operate a variety of tools, equipment, and machines including small hand tools, tractor and push mowers, backhoes, trucks, sprayers, and other equipment. Instruct others in the operation of equipment as necessary.

7. Respond to and assist in airport emergencies as needed. Assist in preparation of community disaster plan.
8. Conduct daily and weekly tests of aircraft fuel.
9. May be required to work extended hours during natural disasters, declared disasters, and similar events.
10. Keep confidential information confidential.
11. Perform duties in extreme weather conditions.
12. Possess a valid driver's license.
13. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
16. The employee must be able to work extended hours in an emergency.
17. Employee must be able to be "on-call".
18. Performs other work which is consistent with the essential functions of the job.
19. Performs other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

Experience:

Two (2) years of experience in operation, maintenance, and repair of airports and related buildings and equipment. Must be at least eighteen (18) years of age. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Basic computer skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Mechanical aptitude.
 13. Diplomacy and judgement.
 14. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

August 1, 2023