

COUNTY OF KNOX
Job Description

Position Title:	Airport Maintenance Worker - Part Time
Department:	Airport
Reports To:	Airport Maintenance Supervisor
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-Exempt
Last Revised/Approved:	November 13, 2012

POSITION SUMMARY:

Full and Part Time Airport Maintenance Workers perform maintenance on airport grounds, facilities, buildings, vehicles and equipment as directed. The Part-time Airport Maintenance Worker performs essentially the same duties as the full-time position with less exposure to the general public and less independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs ground maintenance, including mowing grass, cutting brush, etc. to ensure safety and well-groomed appearance.
2. Plows snow, maintaining field operations throughout the winter; operates snow removal equipment to clear ramp, taxiways, runways, general aviation areas and terminal walkways and gateways.
3. Assists in the maintenance of buildings, structures and signs, including repair as needed.
4. Performs scheduled and emergency maintenance of airport equipment and vehicles.
5. Records vehicle information and places fee collection envelopes on vehicles; completes daily log.
6. Cleans, inspects (after use) all equipment/tools used prior to returning to proper area, bringing any problems to the attention of the Maintenance Supervisor or Airport Manager.
7. Uses tractors and mowing equipment, front loader, dump truck, heavy snow removal equipment, backhoe, carpentry and maintenance hand and power tools, chain saws and radios.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Cleans bathrooms, office and shop.
2. Performs other similar and related duties as may be requested by the Airport Manager, Maintenance Supervisor, or designee.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
2. Work as a member of the Airport Maintenance team in the performance of duties.

3. Be punctual for scheduled work and use time appropriately.
 4. Work in harmonious relationships with all county staff and community.
 5. Perform duties in a conscientious, cooperative manner.
 6. Perform required amount of work in a timely fashion with a minimum of errors.
 7. Be neat and maintain a professional appearance.
 8. Possess a valid Maine Driver's license.
 9. Understand and work within Knox County Government Policies and Procedures.
 10. Accept shared responsibility with staff member to successfully complete assigned projects.
 11. Maintain confidentiality and protect the County by keeping information concerning County Operations confidential.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent 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 regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk, see and hear. Heavy lifting/pushing of 50 pounds or more is regularly required. Good physical condition is required to perform heavy physical labor.

An applicant (or an employee upon request, and no less than biennially) shall have a statement from a physician that s/he has had a physical within the last 30 days stating that s/he is in good health and have the physical ability to handle the job; may also require an evaluation of physical abilities with Health Connections at the request of the Airport Manager or County Administrator.

WORK ENVIRONMENT:

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

The work environment can be extremely varied due to weather and facility conditions. Exposure to hot, cold, rainy, snowy, windy and dusty conditions, and long hours working outside in extremely cold and winter conditions, are required. The position is subject to call-in anytime the employee can be reached, and s/he may be placed on stand-by status.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Up to a year of experience in maintenance of grounds, buildings, vehicle and/or equipment and in the operation of large trucks, other powered equipment, hand tools, etc., is highly desired.
- Familiarization or experience working on and around aircraft is desired.
- An understanding of communications and the nature of public safety is desired.

- Have no criminal record and be willing to submit to both psychological and polygraph examinations.

Education Requirements: The following education requirements are considered essential.

- A high school education or equivalent and working knowledge of grounds, building, vehicle and/or equipment maintenance skills is required.
- A Class II driver's license is required.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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

Employee Signature

Date