

Airport Operations Technician

MAJOR FUNCTIONS

This position involves very frequent physical labor in unskilled and semi-skilled work in the continuous maintenance, repair and custodial care of county buildings and grounds. Employees perform essential functions as outlined herein according to the department, division or functional assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Performs custodial functions including, cleaning and sanitizing facilities, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Dusts walls, baseboards, furniture and office equipment, as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Performs daily airfield condition inspections including runways, airfield lighting, and fuel system external inspections. Performs complete care of grounds including mowing, trimming, raking leaves, removing fallen tree limbs, trimming, fertilizing, mulching, and spraying trees, plants, and flower beds.
- Operates lawnmowers, tractors, chippers, loaders, augers and other light and medium equipment.
- Performs minor maintenance of facilities maintenance and grounds keeping equipment. Makes minor repairs to electrical appliances that do not contain refrigerants.
- Collects and files rental payments.

Sets up and takes down tables and chairs for scheduled programs and events. May perform event set-ups and clean-ups, , and setting up barriers.

- Makes minor repairs to plumbing fixtures; this includes replacing washers on faucets, unplugging toilets, sink drains, sewer and water lines, and locating water leaks inside and outside buildings.
- Makes repairs to runway lighting fixtures.
- May assist facilities management with the installation of plumbing fixtures for new construction and remodeling.
- Makes minor repairs involving wood working. Paints interior and exterior of buildings including windows, walls, doors and eaves. Pressure washes outside walls.

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- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Moves office furniture and performs emergency or accident cleanup.
- Supports other workers in event of absence
- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with employees of other departments in the County on a limited basis, and with other employees of the unit, citizens, and customers of the department on a daily basis. Service is provided in person.

SUPERVISION

This position has no supervisory responsibilities. Requires self-supervision and independent judgement in most tasks. May supervise community service workers by assigning tasks and ensuring their completion.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree (GED); with one to three months related experience; or equivalent combination of education and experience.

Licenses.

Depending on area of assignment, possession of a valid Class B Florida CDL with airbrake endorsement may be required. At minimum requires class E Florida Driver's License. Hazmat Endorsement may be needed for some locations.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

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Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills

- General knowledge grounds keeping and custodial cleaning techniques.
- Ability to communicate orally.
- Ability to operate equipment safely.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machinery and Equipment

While performing the duties of this position, the employee will be required to operate the following machines and equipment: push mowers, riding mowers, tractors, batwing mower, weed eater, trimmer, edger, leaf rake, floor stripper and buffer, and a variety of hand tools used in the trade; computers, calculator, telephone, fax machine, copy machine, and other general office equipment in completion of the tasks of this position

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to 50 pounds; will regularly be required to reach with hands and arms, and to lift up to 25 pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk or hear. Vision requirements are close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to high precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed to moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration. The typical noise level for this environment is loud.

Established:08/2011

Pay Grade: 5

Job Description Number: 7084

Category: 7

Status: NE