



Airport Operations and Maintenance Specialist

Class code: 569

Employee Group: SEIU

Salary Range: 19

I. Position Summary

Under general supervision, to plan, schedule, monitor and/or perform airport operations activities and skilled airfield maintenance including, repair, maintenance and construction of buildings, property and equipment; to perform related work as required.

II. Distinguishing Features

The Airport Operations and Maintenance Specialist is an advanced journey level classification. Incumbents perform the full range of journey level duties, possess technical expertise and perform specialized duties in a highly independent manner. Positions at this level work outside the immediate proximity of a supervisor and work with only occasional instruction or assistance. Work is normally reviewed only on completion and for overall results. Workers may exercise functional supervision over lower level positions.

III. Examples of Essential Position Duties

- Inspects and evaluates airfield lighting, sign systems, pavement surfaces, and safety areas in accordance with Federal Aviation Administration (FAA) and any other applicable regulations.
- Monitors weather conditions in support of identifying, reporting, and removal of surface contaminants in accordance with the Runway Condition Assessment Matrix (RCAM) Protocol or any other applicable regulations.
- Determines when fog seeding is appropriate and conducts mitigation operations.
- Issues aerodrome, apron, obstruction, runway and taxiway Notices to Airmen (NOTAM) directly into the Federal NOTAM System using NOTAM Manager. Notifies stakeholders when legacy system is used or when condition does not meet NOTAM criteria but is still a safety concern.
- Performs wildlife management mitigation including lethal takes in accordance with federal, state, and local regulations.
- Troubleshoots, maintains and repairs air traffic control tower systems including but not limited to voice switch components, windspeed indicator, lighting control panel, and airport beacon.
- Oversees the work of contractors, ensuring compliance with established specifications, schedules and safety regulations including coordination with opening and closing runway, taxiways, and apron areas during construction projects as well as closures involving aircraft emergencies.
- Performs lead worker duties, including maintaining control of incident until supervisor is notified, monitors performance and behaviors in the field and reports work progress, challenges, incidents and accidents, and employee's conduct and performance to the appropriate supervisor.
- Maintains airfield lighting and sign systems; resolves or repairs discrepancies or irregularities of pavement surfaces and safety areas including but not limited to painting, pavement repair, and vegetation abatement.
- Performs skilled work in the construction, repair, diagnostic, and maintenance of commercial facility systems, including but not limited to; security systems; alarm systems; HVAC; biometric and magnetic access control systems; alarm and camera systems; baggage handling systems; rental car facility fueling and automatic car wash systems; parking lot ticket spitters, fee computers, and

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associated electronic equipment, hardware and control mechanisms; access control gates and their mechanisms.

- Develops specifications and cost estimates for individual projects as assigned.
- Prepares and submits accurate documentation, including but not limited to work orders, logs and reports as required.
- Operates and maintains a variety of hand and power tools and equipment.
- Operates heavy and specialty equipment including but not limited to: dump truck, backhoe, snow blower, and snow plow.
- Maintains airfield perimeter security fencing.
- Sweeps aircraft operating surfaces and automobile areas; monitors and collects storm water samples and completes necessary reports; mows and grades airfield to improve drainage.
- Provides escorts into movement areas for contractors and emergency responders; provides VIP/event support/coordination on airfield.
- Constructs, maintains and repairs curbs, pathways, roadways, and parking lots using asphalt, concrete, and other materials typical to the specific project.
- Installs and repairs materials typical to commercial construction such as sheetrock, siding, doors, windows, roofing, painting, etc.
- Prepares requisitions, picks up and delivers supplies for assigned projects.
- Works irregular shifts and responds to after-hours emergency calls as required.
- Maintains a clean and orderly workplace.
- May be required to work holidays.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires the knowledge and ability to interpret rules, regulations, advisory circulars, directives, and other forms of mandate or guidance relative to federal, state, and local regulations; requires knowledge of and/or ability to learn within the first six months, all practices and procedures assigned to airport operations such as the ability to competently and efficiently operate in the movement area of the airport including proper communication with Air Traffic Control as well as Common Traffic Advisory Frequency protocols during non-towered hours of operation; ability to quickly evaluate and make complex decisions independently involving the closure of a runway or other aircraft surface in accordance with established protocols; ability to comprehend and facilitate the issuance of NOTAMs.

Position requires general knowledge of the methods, practices, tools and materials used in construction and maintenance; knowledge of applicable safety hazards, practices and precautions involving airfield and building maintenance; knowledge of building, electrical, plumbing, sewer and construction codes; knowledge of HVAC mechanics; knowledge of methods and practices of airport maintenance programs such as airfield lighting and sign systems, etc.; knowledge and use of skills and abilities related to lead workers including ability to plan, schedule and monitor work assignments; provide effective leadership;

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develop specifications for projects; perform duties under tight deadlines and/or in emergency situations; use independent judgement in performing routine and non-routine tasks; use basic mathematics for calculating totals and measuring distances; skill in the use of a large variety of highly technical test equipment. Position requires the ability to operate a variety of hand and power tools; operate light, medium and heavy trucks and power driven equipment; familiarity with computers and software programs, understand and carry out oral and written directions; read and understand maintenance manuals, policy manuals, electrical diagrams, blueprints, specifications, etc.; establish and maintain cooperative working relationships with co-employees and the general public. Position requires availability for on-call assignments and response for emergency call-back as necessary, ability to remain calm in emergency situations, and to exercise good judgment in a highly complex, safety-critical environment.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

- A high school diploma or equivalent supplemented by the equivalent combination of three years of relevant advanced skilled construction or facilities maintenance experience, and one year of work related experience in an airport environment.

Licenses, Certificates and Other

- Possession of a current, appropriate Oregon driver's license and an acceptable driving record.
- Possession of a Limited Maintenance Electrician License (LME) or Building Maintenance Electrician License (BME) is preferred. Heating Ventilation Air Conditioning (HVAC) Journeyman Card preferred.
- Obtain a movement area driver's license within the first six months of appointment.
- Obtain a certificate of successful completion of a required airport wildlife management class within the first six months of appointment.
- Obtain a certificate of successful completion of airport condition and NOTAM Manager reporting within the first six months of appointment.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Tasks involve frequent walking and standing; perform strenuous or heavy manual work, sometimes in adverse weather conditions; lifting and carrying objects of moderate to heavy weight; and the operation of vehicles, shop and hand tools in which manipulative skills and hand-eye coordination and hearing are important components of safe and/or productive operations, especially when operating or performing tasks at night or during poor visibility conditions. May involve the complex operation of gasoline, electric or diesel-powered machinery vehicles involving manipulation of multiple controls and utilizing ladders and lifts up to a height of 100 feet. Tasks require visual perception and discrimination as well as oral communications ability. Tasks may require exposure to uncomfortable physical conditions, including heat, cold, wetness, strong odors and/or smoke, strong and/or toxic chemicals, electrical currents, dust and pollen.

Working Environments

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Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, traffic hazards, biohazards, noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted 2/17