

## AIRPORT MAINTENANCE FOREMAN

**DEPARTMENT** : **WATERLOO REGIONAL AIRPORT**  
**SALARY** : **See Contract**  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **MUNICIPAL EMPLOYEES LOCAL #353**

### GENERAL STATEMENT OF DUTIES

Working foreman position responsible for maintenance and operations of buildings, vehicles, grounds, Federal Aviation Administration (FAA) Part 139 responsibilities and Airport Security Program (ASP) oversight. The work is performed under the direction of the Director of Aviation, but considerable leeway is given for the exercise of independent judgment. Supervisory responsibilities primarily in absence of Director of Aviation.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none"><li>1. Schedules and oversees maintenance work and ensures tasks are completed in a timely manner.</li><li>2. Assists in Airport Security Program (ASP) implementation and oversight.</li><li>3. Maintains requirements under Part 139 Airport Certification Manual (ACM) and schedules and trains maintenance staff in accordance with the ACM.</li><li>4. Operates tractors, lawn mowers, specialized snow removal equipment and large trucks to maintain airport grounds and runway areas on an assigned shift.</li><li>5. Replaces and maintains runway, taxiway and building light fixtures.</li><li>6. Plows runways, taxiways and other public use areas – may require extended hours outside of normal shift.</li><li>7. Maintains windsocks and assists in repairing airport fences and gates.</li><li>8. Assists in performing preventive maintenance on airport vehicles.</li><li>9. Assists in repair and maintenance of airport buildings and maintenance shop.</li></ol> | <ol style="list-style-type: none"><li>10. Performs airfield rescue and fire fighting duties, including driving vehicles, operating ARFF equipment and extinguishing fires.</li><li>11. Maintains a daily log sheet of work performed.</li><li>12. Operates a variety of manual and powered tools.</li><li>13. Assists City maintenance staff as needed.</li><li>14. Performs airport maintenance and repairs on uneven ground.</li><li>15. Works outside in all weather conditions; works near moving vehicles and equipment; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and fumes; works infrequently in hazardous conditions attendant to fire fighting duties.</li><li>16. Performs work of a repetitive nature and varied workload pace.</li><li>17. Works independently and with others with minimum supervision.</li><li>18. Attends work regularly at the designated place and time.</li><li>19. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City, FAA and Airport safety rules and regulations.</li></ol> |
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20. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of Airport Security Plan (ASP).
2. Knowledge of Airport Certification Manual (ACM).
3. Airport construction and building/grounds maintenance knowledge.
4. Ability to read and follow simple blueprints.
5. Ability to read chemical hazard labels and written directions of supervisors.
6. Ability to safely operate large trucks, specialized snow removal equipment, fire fighting equipment and vehicles, lawn maintenance tools and equipment, manual and powered tools.
7. Ability to keep thorough work logs and maintenance records.
8. Ability to complete assigned work projects without direct supervision.
9. Ability to work alone or with others.
10. Ability to respond to questions and comments from Airport Board, City Council, contractors, City maintenance staff and supervisor tactfully and politely.
11. Ability to communicate effectively and maintain working relationships with coworkers and supervisor.
12. Knowledge of occupational hazards and the safety precautions necessary in the maintenance of airport property, airfield rescue and fire fighting.
13. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. High school graduate/GED with minimum five years skilled or semi-skilled airport

building and grounds maintenance experience in all types of weather.

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Prefer experience in a skilled trades area such as electrical, plumbing, mechanical or boiler maintenance.
3. Certification in Airfield Rescue and Fire Fighting including First Responder First Aid Course.
4. Iowa Class A or B Commercial Driver's License and good driving record based on City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. Driving record will be reviewed at least annually.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks.
2. Sufficient physical and mental stamina to work double shifts during snow emergencies.
3. Sufficient speech and hearing that permits the employee to communicate effectively with other coworkers in person, over a radio or a cell phone.
4. Sufficient color vision, depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather

conditions; sufficient dexterity to safely operate powered and manual tools; sufficient hearing to understand verbal instructions, respond to questions and to hear other maintenance equipment during emergency weather, fire fighting or airfield rescue conditions.

5. Sufficient personal mobility that permits the employee to operate required equipment safely in all types of weather and a variety of road conditions.

### **MISCELLANEOUS**

1. Must wear personal protective equipment such as safety shoes, safety glasses, hearing protection, gloves, hardhat, fire/rescue gear and SCBA.
2. Must comply with City of Waterloo Residency Policy for Critical Employees (must live within ten (10) mile radius of Waterloo City Hall). If present City of Waterloo Critical Employee, may be grandfathered in under 20 or 30 mile rule depending on employment date. Must carry a City-provided cell phone and/or pager to maintain contact when on call.
3. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.

4. If transferring or promoting from a position that did not previously require a physical and drug test, the City of Waterloo requires a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

5. Required to pass a Criminal History Records Check (CHRC) by the FBI to be considered for this position.

6. Must submit to Civil Service panel interview and driving test, if not currently an airport employee.

### **WORK SCHEDULE**

Will be assigned a shift that is 6:00 a.m.-2:00 p.m. or 8:00 a.m. – 4:00 p.m. There may be significant overtime during severe snow emergencies and training sessions. May be required to rotate call duty, one week at a time, if scheduling warrants. The City of Waterloo reserves the right to change shift hours and shift assignments within the guidelines of the Municipal Employees Local #353 contract.