

AIRPORT MAINTENANCE WORKER

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

GENERAL STATEMENT OF DUTIES

Performs semi-skilled grounds and building maintenance, general labor and airfield rescue and fire fighting at the Waterloo Regional Airport. The work is performed under the direction of the Director of Aviation, but considerable leeway is given for the exercise of independent judgment. No supervisory responsibilities.

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">1. Operates tractors, lawn mowers, specialized snow removal equipment and large trucks to maintain airport grounds and runway areas on an assigned shift.2. Replaces and maintains runway, taxiway and building light fixtures.3. Plows runways, taxiways and other public use areas – may require extended hours outside of normal shift.4. Maintains windsocks and assists in repairing airport fences and gates.5. Maintains access roads to the airport.6. Assists in performing preventive maintenance on airport vehicles.7. Assists in repair and maintenance of airport buildings and maintenance shop including miscellaneous janitorial services in terminal building.8. Performs airfield rescue and fire fighting duties, including driving vehicles, operating ARFF equipment and extinguishing fires.9. Maintains a daily log sheet of work performed. | <ol style="list-style-type: none">10. Operates a variety of manual and powered tools.11. Assists City maintenance staff as needed.12. Performs airport maintenance and repairs on uneven ground.13. Performs work of a repetitive nature and varied workload pace.14. Works independently and with others with minimum supervision.15. Attends work regularly at the designated place and time.16. 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.17. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City, FAA and Airport safety rules and regulations.18. Performs all other related duties as assigned. |
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REQUIRED KNOWLEDGE & ABILITIES

1. General construction and building/grounds maintenance knowledge.
2. Ability to read and follow simple blueprints.

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

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/GED with minimum two years skilled or semi-skilled 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. Must obtain and maintain certification in Airfield Rescue and Fire Fighting including First Responder First Aid Course within four-month probation or as determined by Director of Aviation.
4. Iowa Class A or B Commercial Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation include habitual violator within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, 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 including habitual violator 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 within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

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 mile radius of Waterloo City Hall). 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. Following a conditional offer of employment, 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. Will be 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 indicated.

WORK SCHEDULE

Will be assigned a shift that is 6:00 a.m.-2:00 p.m., 8:00 a.m. – 4:00 p.m., 2:00 p.m. – 10:00 p.m. Monday – Friday or 4:30 a.m. – 11:30 p.m. weekends/holidays. Least senior employee will be assigned to work the weekend schedule unless a more senior employee requests those hours. There may be significant overtime during severe snow emergencies and all employees will be required to respond to these emergencies. Employees 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.