

JOB TITLE: Airport Maintenance Technician

DEPARTMENT: Airport, Sheridan County

Revised: 4/5/2019

JOB SUMMARY: This position performs construction, maintenance, and repair work in the upkeep and safe operation of Sheridan County Airport facilities and grounds.

MAJOR DUTIES:

Important and essential duties include, but are not limited to, the following:

- Serves as a member of a work crew in performing routine construction, maintenance and repair work to ensure that the airport facilities and grounds are safe and in proper condition.
- Receive training as an ARFF firefighter per FAR Part 139.
- Performs snow removal operations; responds to emergency situations that might arise.
- Assist the Airport Maintenance /Mechanic Technician to perform scheduled and preventive maintenance on all airport owned vehicles and equipment.
- Performs maintenance on all Sheridan County Airport owned buildings including the airport shop, hangars, terminal building, etc.
- Performs maintenance and repair work on airport owned NAVAIDS, lighting systems, runways, taxiways, and ramps including patching holes, hauling gravel, mowing lawns, repairing fences, and sweeping of asphalt surfaces.
- Operates a variety of light, medium and heavy equipment such as front end loaders, runway sweepers, snow blowers, tractors, mowers, and medium duty trucks used for snow removal operations.
- Performs manual labor tasks including routine carpentry, painting, plumbing, and minor electrical repairs.
- Performs general cleanup work around the airport shop, equipment, and grounds. Uses various hand and power tools.
- Performs custodial duties for various Airport owned buildings.
- Assists other employees in the performance of their duties as required.
- Performs other related work as required.

KNOWLEDGE REQUIRED BY THE POSITION:

Important knowledge and skills include, but are not limited to, the following:

- Knowledge of job-related safety standards.
- Knowledge of general airport maintenance procedures, tools, and standards.
- Knowledge of maintenance and repair on buildings and grounds including asphalt pavement and airport electrical systems.
- Skill in the completion of carpentry, plumbing and electrical repairs.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Skill in the operation of job-related heavy equipment.
- Skill in the operation of hand and power tools.

SUPERVISORY CONTROLS: The Airport Manager working together with all Airport Coordinators will assign and prioritize work providing general or specific instructions concerning work methods or equipment operations as appropriate. Completed work is frequently reviewed for conformance with established procedures, technical accuracy, appropriateness of methods, and conformity to policy, instructions or adequacy.

INDEPENDENCE OF ACTION: This position will perform some routine and specific duties without direct supervision.

GUIDELINES: Guidelines include FAA and TSA rules and regulations; State, County, and local rules and regulations, policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: the work consists of varied mechanic and maintenance duties. The variety of tasks to be performed contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to participate in the maintenance and operation of the Sheridan County Airport. Success in this position contributes to the efficiency and safety of airport operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, airport tenants, the general public, and representatives of private industry.

PURPOSE OF CONTACTS: Contacts are typically to give and receive information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color. This position requires the ability to perform physical labor tasks that are required as part of ARFF firefighting.

WORK ENVIRONMENT: Work is performed indoors and outdoors in all types of weather conditions; work with and in close proximity to mechanized equipment, aircraft, and other potentially hazardous conditions.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

Education:

- High School diploma or GED

Experience:

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Licenses, Certificates or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Wyoming for the type of vehicle or equipment to be operated.
- Possession of or ability to obtain ARFF Certification per FAR Part 139 within six (6) months of hire date.
- Possession of or the ability to obtain an Emergency Medical Responder (EMR) Certification in the State of Wyoming within six (6) months of hire date.
- Possession of or ability to obtain Certification by the National Weather Service as a Weather Observer within six (6) months of hire date.
- Possession of or ability to obtain Certification as a Wyoming Class A Storage Tank Operator within six (6) months of hire date.
- Possession of or the ability to readily obtain a Wyoming Private Pesticide Applicator License.

Additional Requirements:

- Must reside within a five mile radius of the airport.

Signature: John Stopka

(Individual this position reports to)

Title: Airport Manager