

AIRPORT OPERATIONS LEAD WORKER

Definition:

Under general supervision performs technical, skilled and general duties involved in the operation of the Fullerton Municipal Airport to include participating in and leading a crew or individuals involved in a variety of tasks to include maintenance of airport grounds, airport building maintenance and runway maintenance and repair; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Directs and participates in a variety of airport maintenance activities to include basic carpentry, plumbing, painting and other building and facility related activities, landscape care and maintenance and repair of runways, taxiways and like surfaces.

Leads individuals and members of a small to medium size crew of employees, volunteers and others involved in airport maintenance activities.

Trains assigned staff in safe and efficient airport maintenance and operations tasks and observes and enforces safety precautions.

Responds to emergency calls from the tower to direct fire fighting equipment and police services as needed.

Monitors airport weed abatement projects and airport irrigation systems.

Physically inspects work performed for proper repair methods and procedures.

Oversees and updates the Airport's preventative maintenance schedule, ensures that all preventative maintenance work is performed and reports repair needs.

Explains airport regulations and policies, provides information on airport services to the public, answers customer questions and resolves concerns in person or by telephone.

Operates a variety of hand and power tools, light and medium power-driven equipment to include vehicles and tractor mowers and cleans and maintains tools and equipment.

Directs on-ground incoming aircraft to parking spaces as needed, assists in tie-downs and keeps records of visiting aircraft.

Maintains equipment, supply and inventory records.

Schedules assigned staff, reviews time cards and assists with performance evaluations.

Lifts and/or moves equipment weighing 50 pounds or less.

Operates a personal computer to input data and maintain records.

Assists with reviewing operational problems and making recommendations for change.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Conducts storm water monitoring as required.

Assists with hazardous waste clean up and disposal.

Class Characteristics:

Airport Operations Lead Worker is a single-incumbent class within the Airport Division. The incumbent performs a variety of land-side and air-side maintenance related, general and skilled tasks in support of airport operations.

Contacts and Relationships:

The Airport Operations Lead Worker leads a crew and establishes and maintains contact with other Airport and Maintenance Services staff. Other contact will occur with a variety of airport customers, the public, vendors, contractors and their staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Safety precautions and practices necessary when working with hand and power equipment.

Basic materials, tools and methods used building maintenance and repair, basic plumbing, carpentry and painting.

Basic crew leadership/directional techniques.

Basic math.

Basic customer service and conflict resolution techniques.

AND

Ability to:

Train and direct a crew performing a variety of airport maintenance tasks.

Perform a variety of airport tasks, operate job related equipment safely and demonstrate safe work procedures and equipment operation.

Understand and carry out oral and written instructions independently and exercise independent judgment.

Communicate effectively orally.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Work under minimal supervision.

Apply rules, regulations and policies applicable to the area assigned.

Record data and transfer data from one form to another.

Operate a personal computer and use applicable software programs.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school and some completed course work in Aviation Science and Business Administration or a related field from an accredited college or university.

AND

Experience:

Three years of progressively responsible experience covering a variety of operational/maintenance related tasks at the Senior Maintenance Worker level or equivalent or higher to include six months of lead/directional experience and six months of customer service experience. Some directly related airport experience is helpful but not required.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs to include holidays, callback and overtime.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. Incumbents perform physical tasks requiring physical strength and endurance and may work in confined spaces. The incumbent sits, stands, walks, runs in an emergency, kneels, crouches, twists, crawls, climbs ladders and steps, bends, reaches, uses a variety of hand and power tools, works with tools weighing 10 pounds or less at or above shoulder level, grasps, lifts and carries equipment weighing 50 pounds or less and may work under damp conditions. The incumbent uses a computer keyboard and screen, drives a vehicle on City business, will be exposed to extreme noise requiring sound suppressors and may be exposed to chemicals, solvents, airplane and vehicle traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, vision (to include red, green and white tower light identification) hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established August 2002