

## **AIRPORT SERVICE WORKER**

### **Definition:**

Under direct or general supervision performs a variety of skilled, general and manual duties related to the maintenance and repair of airport facilities to include runways, taxiways, parking ramps, wash racks, airport lights and building facilities; assists airport users by directing aircraft to available facilities 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:

Performs a variety of airport-related general maintenance and repair work to include cleaning and maintaining terminal building offices, runway surfaces and lobby/restroom facilities.

Conducts routine inspections of the airport facilities, infrastructure, aircraft storage hangars and tiedowns, airport grounds, and equipment.

Makes field checks of airport facilities for security purposes and reports suspicious activities and discrepancies to the Airport Manager and, if necessary, to the local police and/or fire department.

Identifies infractions and informs pilots about airport safety procedures and records safety violations and elevates them to the Airport Manager for resolution.

Performs the necessary remedial actions and duties to resolve any airport-related deficiencies or discrepancies identified in routine inspections or by the Federal Aviation Administration and Caltrans Division of Aeronautics.

Monitors and assists with permitted special events and filming or photography activities at the airport.

Logs and maintains records of visiting aircraft and collects and records landing/parking fees.

Operates a variety of equipment including hand and power tools, backpack blowers, mowers and edgers, electric saws, clippers and vacuums.

Responds to a variety of routine questions from airport users and investigates complaints and concerns regarding the airport.

Responds to airport-related emergencies, including but not limited to aircraft, motor vehicle and pedestrian incidents and accidents; administers fire suppression equipment as necessary and obtains assistance from law-enforcement agencies and fire departments/emergency personnel as needed.

Removes weeds, mows and fertilizes grass, trims and cultivates bushes; sweeps taxiways and parking ramps, paints directions on taxiways and structures.

Lifts and moves objects weighing 75 pounds or less, carries objects weighing 50 pounds or less and loads/unloads tools, supplies, equipment and refuse.

Inspects and replaces or repairs runway lights, posts, gates and fences.

Programs vehicle access control devices as needed.

Operates spraying equipment to apply pest and weed control chemicals.

Collects samples of water runoff data and records related data.

Records data as needed and transfers data from one form to another.

Makes minor adjustments to and cleans and maintains tools and equipment.

Responds to calls from the tower, directs incoming aircraft to parking spaces and assists in tie down.

Provides traffic direction to public safety staff and others as needed.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Assists with hazardous waste clean up and disposal.

**Class Characteristics:**

Airport Service Worker is a multi-incumbent class in the Airport Division. Incumbents perform a wide variety of general and manual duties and are expected to work productively on an individual basis and/or in the absence of a lead worker. Airport Service Workers are distinguished from the Maintenance Worker class by the performance of duties involving the exercise of a greater degree of judgment and initiative.

**Contacts and Relationships:**

An Airport Service Worker has the majority of their interaction with other Airport Division staff, although contact with other City employees and the public will occur during the course of certain work assignments.

**Qualification Guidelines:**

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

**Knowledge of:**

Methods used in basic maintenance, repair and laboring work.

Standard hand and power tools.

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

Occupational hazards and standard safety practices

Routine maintenance practices as related to building and grounds.

English usage.

Basic math.

**AND**

**Ability to:**

Perform strenuous manual labor and operate job related tools and power equipment.

Lift and carry heavy objects safely.

Learn and apply airport procedures.

Understand and carry out oral and written directions independently.

Work independently in the absence of supervision

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.

Record and transfer data from one form to another.

Learn to operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school

**AND**

One year of performing general maintenance duties. Some airport related experience is helpful.

**Special Requirements Include:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Certain assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Must be able to work a flexible schedule to accommodate City needs. Certain assignments may require shift work, holiday and weekend work and are subject to overtime and emergency call back.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**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. An incumbent performs physical labor for extended periods of time requiring strength and endurance, drives a vehicle on City business, operates a variety of hand and power tools, uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, climb ladders and inclines, reaches, bends, crawls, grasps, pushes, pulls, drags and lifts tools and equipment weighing 75 pounds or less and carries tools and equipment weighing 50 pounds or less. An incumbent uses a variety of hand and power tools to include hammers, saws, drills, screwdrivers, mowers, edgers, clippers and blowers and operates selected tools weighing 20 pounds or less at or above shoulder level for sustained periods of time. Incumbents may be exposed to chemicals, solvents, paint, grease/oil, fumes, electrical and mechanical hazards, airplane and vehicle traffic and extreme noise requiring sound suppressors and may walk and run on slippery/uneven surfaces. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, 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.

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