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Maintenance Technician (Full-Time)

Position Description

Position Title:	Maintenance Technician
FLSA:	Non-Exempt, Full-Time
Department:	Airport
Reports to:	Maintenance Manager
Salary:	\$12.68 – \$18.11
Location:	Columbus, Indiana
Application Deadline:	March 9, 2018

General Purpose:

Ensures efficient and high quality airport facilities; performs preventative and regular maintenance. Performs a variety of skilled work in the construction, maintenance, repair and restoration of airport buildings, facilities and grounds; inspects facilities, machinery and equipment to determine maintenance needs; operates equipment and machines related to the work. Under direct supervision by the Maintenance Manager, the Maintenance Technician is able to work independently on assigned tasks and as a crew member with a common goal.

Job Duties:

- Performs preventive maintenance on air conditioning and heating units; checks and tests heating and air conditioning equipment.
- Performs plumbing work; repairs leaking faucets and pipes; unstops and repairs toilets; unstops drains; installs plumbing ducts, pipes, and fixtures; inspects grounds, repairs plumbing and irrigation problems as needed; inspects all pumps, valves and lights; patches leaks in roof.
- Troubleshoots and repairs electrical problems in fans, motors, compressors, pumps, air handling units, appliances, etc.; installs special power sources, lighting systems, and multi-voltage switches; replaces electrical motors, elements, fuses, and thermostats; replaces light bulbs and tubes; installs ballasts in lights; repairs fixtures.
- Performs pavement maintenance and care; patches holes, seals cracks, paints surface markings.
- Performs carpentry work in repairing airport buildings and furniture; measures, cuts, and assembles materials; finishes project with appropriate paint, stain, varnish, or wood sealer.
- Conducts snow removal from airside and landside areas of the airport as a member of the Snow Removal Team using light- and heavy-duty motorized and manual equipment.
- Maintains highly accurate daily maintenance and vehicle usage logs and records of work performed including labor/hours and materials used.

- Provides input to Airport Maintenance Manager regarding staffing, and special projects as may be necessary to maintain an efficient, safe and customer friendly airport.
- Proactively inspects and patrols all airport facilities, grounds and properties to ensure regulatory compliance with FAR Part 139, Airport Certification Manual, FAR Part 77, Storm Water Management Plan, Wildlife Hazard Management Plan, Noise Abatement and other codes, procedures, regulations and policies as may be relevant or enacted from time to time. Takes action as necessary.

Other Functions:

- Provides assistance and support to Airport Maintenance Manager with development of maintenance plans, project lists, requests for proposals, requests for qualifications, procurement of goods and services.
- Performs other related duties as assigned.

Impact/Scope of Authority:

- Assists the Maintenance Manager with oversight of Part-Time and Seasonal Maintenance Technicians on a daily basis. Independently resolves routine maintenance and complex repair problems.
- Assists Maintenance Manager with decisions regarding prioritizing of facility maintenance.

Supervisory Duties: Supervises Part-Time and Seasonal Maintenance Technicians in absence of Maintenance Manager. During Maintenance Manager absences, the senior Full-Time Maintenance Technician will be responsible for oversight of the Maintenance Department staff.

Material and Equipment Directly Used:

- Simple Office Equipment;(e.g. personal computer, scanners and digital copier, printer)
- Hand and power tools, specialty tools. Heavy- and light-duty equipment and vehicles.
- Two-way radio, cellular phone.
- Software: MS Office (Excel, Word, Outlook), Internet Explorer, Adobe, FAR Part 139 Document Management System.

Job Qualifications:

- High School diploma or GED.
- Technical school training in electrical, plumbing, and/or HVAC.
- Five years' experience in performing routine facility maintenance and two years' experience in technical maintenance, or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses, Certifications and other requirements:

- Valid Indiana Driver's License and good driving record sufficient to be covered by city insurance.

Required knowledge and skills:

- Practices, methods, tools, materials, and equipment of the building and facilities trades.
- Occupational hazards of building and facilities trades and of necessary safety precautions.
- Procedures, policies, and operations within area of assignment.
- Routine maintenance procedures of facilities, systems and equipment.
- Facility complex operations and maintenance.
- Electrical, plumbing, HVAC, carpentry, drywall and painting work.
- Locating and correcting defects in facilities and equipment.
- Accuracy and attention to detail.
- Operating heavy equipment to include snow plows, front-end loaders, runway brooms, snow blowers, tractors.
- Operating and maintaining all assigned equipment.

Mental and Physical Abilities:

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to use common hand tools.
- Ability to identify occupational hazards and safety precautions.
- Ability to endure long periods of physical activity.
- Ability to respond to emergency duty after normal working hours.
- While performing the essential functions of the job, the employee is frequently required to walk, stand, climb or balance, stoop, kneel crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; speak and hear, lift an/or move up to 50 pounds; and is occasionally required to sit, taste or smell, lift and/or move up to 100 pounds.
- Frequently required to use close and distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

- Work is performed frequently in both outdoor and indoor environments. Outdoor environments include exposures to summer and winter temperatures.
- Work environment frequently involves exposure to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions.

- Work environment occasionally involves exposure to high, precarious places, toxic or caustic chemicals, risk of electrical shock and vibration.
- The employee's working conditions are typically moderately loud and occasionally very loud.
- Employee must be able to work schedules as assigned, including weekends, evenings and holidays, and must be available for call-out during emergencies, inclement weather or other critical events.
- The employee is required to wear an employer provided uniform and safety boots at all times.
- The employee is required to occasionally be on-call.

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

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