



Part Time Airport Maintenance Position Description

Position Title: Part Time Maintenance

FLSA: Non-Exempt, Part-Time

Department: Airport

Reports to: Maintenance Manager

Salary: \$8.66-\$12.37 per hour

Application Deadline: August 30, 2019

Location: Columbus, Indiana

Job Summary:

Performs a variety of unskilled work in the construction, maintenance, custodial, repair and restoration of airport buildings, facilities, systems and grounds; operates equipment, tools and machines related to the work. Under direct supervision by the Maintenance Manager, the Part Time Maintainer is able to work independently on assigned tasks and as a crew member with a common goal. This is a part-time position and does not include any benefits (such as health insurance, paid time off, etc.). This employee shall work no more than 1559 hours per year, as measured by the "Payroll Year" calculated by the Clerk-Treasurer's Office.

Essential Duties:

Performs minor preventive maintenance on air conditioning and heating units, roll-up doors, mechanical doors and gates, fencing and other equipment. Work includes replacing filters, greasing, etc.

Performs plumbing work; repairs leaking faucets and pipes; unstops and repairs toilets; unstops drains; inspects grounds, repairs plumbing and irrigation problems as able; patches leaks in roof.

Replaces light bulbs and tubes.

Conducts snow removal from airside and landside areas of the airport as a member of the Snow Removal Team using light-duty motorized equipment.

Shovels sidewalks and other pedestrian areas.

Paints rooms, hallways, and ceilings; patches holes; primes area for painting.

Maintains grounds; mows grass, rakes, and performs general landscaping maintenance.

Performs custodial duties in various airport buildings including, but not limited to, light and heavy cleaning of public and non-public spaces, bathrooms, trash removal, vehicle and equipment detailing.

Other Functions:

Cares for and maintains equipment used.

Interacts with the public to exchange and/or provide information.

Moves office equipment including desks, files, books, etc. for airport offices.

Collects and removes debris, trash and other waste from airport grounds.

Performs other related duties as assigned.

Impact/Scope of Authority:

Performs duties and functions as assigned by supervisor on a daily or weekly basis.

Material and Equipment Directly Used:

Basic office equipment, hand and power tools, specialty tools, light-duty snow removal equipment and vehicles.

Two-way radio, cellular phone.

Software: MS Office (Excel, Word, Outlook), Internet Explorer, FAR Part 139 Document Management System.

Qualifications:

Education/Formal Training and Experience:

High School diploma or GED; and, three years' experience performing routine building maintenance or,

Any combination of education, training and experience that 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 accepted for coverage by the city's insurance carrier.

Knowledge, Skills and Abilities:

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.

General familiarity with any of the following: HVAC, plumbing, electrical, carpentry, building mechanical systems, vehicle maintenance, grounds maintenance, irrigation systems.

Skill in:

Identifying and correcting defects in facilities and equipment.

Using tact, discretion and initiative within established guidelines.

Accuracy and attention to detail.

Operating and maintaining all assigned equipment.

Communicating clearly and effectively in English, orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to develop skill in locating and correcting defects in building installations, fixtures, and equipment.

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 maintain a courteous and helpful manner in dealing with the public.

Ability to use common hand tools.

Ability to identify occupational hazards and safety precautions.

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 and/or move up to 50 pounds; and is occasionally required to sit, 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.

The employee is required to work a schedule that rotates on a regular cycle and may include weekends, evenings and holidays. Employee must be able to work schedules as assigned, and must be available for call-out during emergencies, inclement weather or other critical events and to cover staff shortages due to vacations, sick calls, etc.

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, and return-to-duty testing and follow-up testing.

AN EQUAL OPPORTUNITY EMPLOYER

M/F/H/V