

**MAJOR FUNCTION**

This is complex supervisory and technical work involving the installation, monitoring, routine maintenance and repair of electrical equipment and specialized lighting at the airline terminal, runways, and related facilities and grounds of the Tallahassee Regional Airport. Work is performed under the general direction of the Superintendent-Airport Maintenance, allowing for considerable independent judgment and initiative in the performance of normal tasks. Work is reviewed through inspections, observations, conferences reports, and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

With general direction from the Superintendent-Airport Maintenance, plans, organizes and supervises the daily work of electricians engaged in the installation, inspection, maintenance and repair of electrical equipment and specialized lighting for the airline terminal, general aviation facilities, FAA control tower, crash rescue, freight buildings, airport grounds and ancillary airport facilities. Maintains emergency generators, transfer switches, chiller systems, fire alarm, sprinkler, and pump systems, and the security systems and related equipment. Develops schedule for, supervises and assists with preventative maintenance on all electrical systems, electrical equipment and lighting, as is appropriate. Collects information relative to applicable industry improvements; and makes recommendations regarding cost reduction measures. Coordinates electrical repairs with other tradesmen and contractors, as is applicable. Repairs and maintains electrical systems associated with HVAC systems, including thermostats and control circuits. Calibrates electrical systems and equipment, as is necessary. Coordinates the maintenance and installation of all communications equipment. Inspects electrical lighting and power systems to ensure compliance with FAA and OSHA standards. Prepares and maintains all required reports. Maintains records and files on specifications, diagrams, manuals and warranties. Trains subordinate employees. Recommends hiring, transfer, advancement, grievance resolution, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Provides input for preparation of the division's annual operating budget. Keeps abreast of general and job specific developments, improvements and innovations. Purchases equipment and materials, as are applicable to work tasks. Completes special projects as assigned. Performs relate work as needed.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

General knowledge of the operation and maintenance of an airline terminal, FAA tower, crash rescue and freight buildings, and considerable knowledge of the installation, maintenance and repair of related electrical equipment and high voltage lighting. Considerable knowledge of FAA rules and regulations regarding taxi-way and runway lighting. Knowledge of standard practices, tools and terminology of the electrical trade. Knowledge of the construction and functions of airport electrical systems, occupational hazards of the electrical trade and the applicable safety Knowledge of solid state equipment, including printed circuit boards. Ability to plan, assign, train, and review the work of subordinate employees. Ability to prepare reports, analyze data, make procedural decisions, read and interpret blueprints, and diagrams. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the care and use of pertinent tools and equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of journeyman experience in the electrical trade, or an equivalent combination of training and experience. At least two years of the required experience shall be in electrical construction or maintenance at a commercial service airport.

Necessary Special Requirements

In accordance with FAR, employee must successfully complete a security and personal background check prior to employment. Possession of a valid class "E" State driver's license at the time of appointment.

Within six months of employment, must obtain a journeyman electrician certificate issued by the City of Tallahassee and maintain same as a condition of continued employment.

Established: 02-06-03  
Revised: 04-26-04\*