

**MAJOR FUNCTION**

This is manual technical work performing building maintenance at the airport. Work involves monitoring and maintenance of the facility's operating, technical and security components and systems and ensuring the comfort and convenience of persons working in or visiting the facility. Work is performed independently under the administrative direction of a supervisor. Work is reviewed through observation, conferences, reports, and by results obtained.

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

Ensures the daily operation, maintenance, preservation, enhancement and security of the airport building and the related operating systems and equipment, including the HVAC, plumbing, and jet bridge systems. Repairs and services motorized and non-motorized equipment on different infrastructures at the airport. Performs preventative maintenance and inspection of Jet bridge system, building systems and components on a routine basis. Responds to and resolves complaints about air conditioning, heaters, lighting, mechanical, technical, plumbing and roofing problems. Makes routine repairs or adjustments to equipment. Arranges for contracted service providers to handle more serious or major problems and monitors their work for compliance to specified standards. Responds to building emergencies after hours and ensure that all assigned work is completed in accordance with trade standards. Coordinates major repairs, alterations, and minor new constructions of buildings and facilities. Provides technical trade services such as carpentry and painting as needed to preserve or enhance the facility and grounds. Monitors contract maintenance work by vendors. Updates work orders completed in the airport computerized maintenance management system.

**Other Important Duties**

Operates equipment as necessary. Perform related work as required.

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

Considerable knowledge of routine maintenance and functioning of air conditioning and heating equipment of large or commercial buildings. Considerable knowledge of building, mechanical, chemical, and electrical hazards to ensure personal and occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to building maintenance. Ability to perform routine maintenance of mechanical operating systems. Ability to read and interpret blueprints. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of technical work experience that includes the maintenance and repair of non-residential buildings and their associated mechanical and operating systems and equipment; or an equivalent combination of training and experience.

**Necessary Special Requirements**

Must either possess the appropriate state Commercial Driver's License (CDL) and endorsement(s) at the time of appointment, or must possess a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment, as a condition for continued employment, or must possess a valid Class E State driver's license at the time of appointment, when designated.

Must have experience and be licensed or have a certificate in mechanical, plumbing, masonry or any combination comparable trades, or 5-years of related trade experience.

In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 01-16-10

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