

**Metropolitan Knoxville Airport Authority
Position Description**

Airport Maintenance Worker

Status NE	Position Airport Maintenance Worker	Date July 2009
Department Operations	Manager/Supervisor Airfield / Facilities Maintenance Superintendent	

General Description of Major Tasks of Position

Under General Supervision, responsible skilled and semi-skilled day-to-day upkeep and maintenance of the Metropolitan Knoxville Airport Authority Facilities and Properties. Performs activities related to use of tools and equipment and operation of simple to complex equipment used in the maintenance of:

- Airfields including aircraft movement areas and access roads
- Terminal Area Roads and Grounds
- Other Property and Facilities

Conducts general maintenance and upkeep on tools, light and heavy equipment. Applies general craft skills in electrical, plumbing, carpentry, and equipment maintenance in performance of tasks. Coordinates activities with other Operations and Maintenance Staff.

Tasks of Position: Representative activities as Duties and Responsibilities

Responsible for the day-to-day upkeep and maintenance of property. [Essential] [50-70%]

Representative activities include operation and maintenance of a variety of equipment including but not limited to:

- Passenger vehicles
- Light, medium and heavy duty trucks and trailers
- On and off road construction and specialty equipment
- Commercial mowing equipment
- Small engines, both 2 and 4 cycle
- Mechanical, hydrostatic, and pneumatic powered specialty equipment and tools
- Electrical and Pneumatic control systems
- Agricultural equipment
- Pavement maintenance and repair equipment
- Other equipment used for the operation of a commercial air carrier airport or general aviation equipment

Metropolitan Knoxville Airport Authority

Airport Maintenance Worker

Operates equipment as required in care of property and facilities. Inspects and operates equipment properly and safely. Performs preventive maintenance on equipment in accordance with manufacturer recommendations. Conducts manual labor to care for airfield, vehicle and pedestrian pavements and drainage systems by removing debris and brush, general cleaning and sweeping. Seasonally performs vegetation control, grounds keeping and/or performs snow removal activities.

Facility Maintenance activities may include:

Changes lamps, ballast, fixtures, and other interior lighting. Repairs and replaces interior and exterior plumbing. Digs water lines and trenches, replaces sinks, urinals, and commodes. Repairs and replaces bearings, belts, motors, and other operating parts of the baggage system. Maintenance and repair of overhead doors.

Performs routine and general maintenance, grounds keeping, and upkeep on tools, light and heavy equipment. [Essential] [5-15%]

Representative activities include following guidelines in replacing solutions, oil, lubricants, light bulbs, tires, chains, and other routine and regular maintenance activities. Sharpens blades, adjusts equipment as required.

Coordinates activities with other staff. [Essential] [5%]

Representative activities include coordinating work schedules to avoid duplication of work. Planning work requirements around other staff requirements.

Performs other activities as may be requested or required. [Non-Essential] [5-10%]

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Minimum Educational and Work Qualifications Environmental and Working Conditions

Elements/Criteria	Required
High School education or equivalent preferred	Yes
Valid Tennessee State Driver's License is required	Yes
A Commercial Driver License is preferred.	Yes
A Commercial Drivers License is required.	No
Job is performed primarily outside in a variety of climates	Yes
Must have a minimum of 2 years applicable experience in general maintenance	Yes
Requires frequent movement from one work location to another over uneven or inconsistent surfaces and standing tolerance with frequent sitting tolerance	Yes
May be asked to occasionally lift 50 pounds unassisted	Yes
Frequent lifting up to 100 pounds unassisted	Yes
Must be able to distinguish colors as required to discern light-gun signals from the Air Traffic control tower	Yes
May encounter frequent vibration and loud noise	Yes
May be assigned to designated shift and/or on-call duty	Yes
Job is performed in a variety of settings, indoors and outdoors, with exposure to a variety of climates.	Yes
Occasional to frequent direct contact with adverse weather conditions	Yes
Requires standing tolerance and frequent climbing of ladders and towers to heights of up to 50 feet	Yes
Requires frequent bending, twisting, turning, crouching, crawling, and overhead reaching	Yes
Occasional exposure to hazardous chemicals, electrical shock hazards and cut hazards	Yes
Job requires the ability to effectively communicate over a two-way radio	Yes
Must be able to discern colors as required to distinguish color-coded electrical wiring	Yes
Use of safety glasses, shoes, gloves, hearing protection, and respirators are necessary	Yes
May work in confined space occasionally	Yes
Subject to emergency recall requirements	Yes

Signature of Employee

Signature of Manager

Key Performance Variables and Factors

1. **Achievement Orientation** - Personal efforts toward accomplishment of individual and business unit goals and customer service. Degree to which incumbent seeks additional responsibility and personal growth, establishes own standards of excellence, presents a results orientation, and displays a sense of responsibility.
2. **Job Knowledge** - Understanding of job-related requirements, techniques, methods and procedures. Degree to which incumbent demonstrates training and experience. Extent to which employee improves skills by keeping abreast of changes in techniques and related developments.
3. **Productivity** - Personal efforts toward quality and quantity of work performed. Consider the amount of work, accuracy of results, thoroughness, use of time, amount of supervision required, errors, and completeness.
4. **Attendance** - Evaluate availability for work. Degree to which employee displays responsibility to be at work as scheduled. Evaluate causes of absences as well as frequency and severity.
5. **Communication/Interaction Skills** - Ability to communicate effectively with others as required and the quality of day to day communication interaction required with other employees and customers.
6. **Safety Commitment** - Extent to which employee works safely and observes safety rules, regulations and practices, and shows interest and concern for Airport Authority's commitment to a safe and clean working environment for all employees.
7. **Quality Commitment** - Extent to which an employee is committed to pursuit of excellence in all aspects of position responsibilities including: service and commitment to customers, support of Airport Authority's goals and customer service, objectives, policies, procedures, practices, and training.
8. **Teamwork** - Contribution and performance in team and/or committee situations. Contributions to innovation, creativity, communication, consensus building team derived solutions to continuing problem solving and improvement processes.