

**Metropolitan Knoxville Airport Authority  
Position Description**

**Part Time Airfield Maintenance Worker**

<b>Status</b> Part Time	<b>Position</b> Airfield Maintenance Worker	<b>Date</b> August 2021
<b>Department</b> Operations	<b>Manager/Supervisor</b> Airfield 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**

### **Part Time Airfield 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.

**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%]**

#### **Minimum Educational and Work Qualifications**

Possess qualifications, certifications or formal training to meet requirements described in the minimum qualifications below:

- 2-4 years of work related experience.
- CDL preferred, but required within six months as condition of hire.
- Demonstrate 2-4 years of experience mowing operations and equipment use.
- Demonstrate 2-4 years of experience snow removal operations and equipment use.
- Demonstrate 2-4 years of experience concrete maintenance.

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**Environmental and Working Conditions**

Job is performed primarily outside in a variety of climates. Frequent direct contact with adverse weather conditions. Requires frequent movement from one work location to another over uneven or inconsistent surfaces and standing tolerance with frequent sitting tolerance. May be asked to occasionally lift 50 pounds unassisted. Works with hazardous chemicals, solvents, vapors, mists, particles pesticides and herbicides. Wears or utilizes Personal Protective Equipment (PPE) including but not limited to: safety shoes, safety glasses, and hearing protection, respiratory protection, etc. Job requires the ability to effectively communicate over a two-way radio. Must be able to distinguish colors as required to discern light-gun signals from the Air Traffic control tower. May encounter frequent vibration and loud noise. May be assigned to designated shift and/or on-call duty. Subject to emergency recall requirements.

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Signature of Employee

Date

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Signature of Manager

Date

## **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.