

AIRPORT OPERATIONS TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of specialized work in the maintenance and operations of the City's Municipal Commercial Service Airport; to maintain and ensure the safety of runways, taxiways, and ramps for air traffic; to maintain and repair Airport buildings and grounds; to serve as a security monitor for airline service; to observe, measure, and report weather conditions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the positions which have responsibility for performing a variety of operations and maintenance work and functions at the City's Municipal Commercial Airport.

REPORTS TO

Assistant City Manager/Airport Superintendent

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs daily Airport safety inspections, ensuring the safety and proper condition of runways, taxiways, security lights, runway lights, Airport beacon, radio equipment, and other items and areas critical to Airport operations; serves as an airline security monitor for boarding and deplaning passengers; provides special weather observations for pilots and the National Weather Service; operates radio communications equipment, providing traffic direction for aircraft coming into and leaving the Airport; provides information and directions to the public and pilots regarding Airport policies, procedures, and use; performs carpentry, electrical, and plumbing work in the maintenance and repair of Airport buildings and facilities; repairs ruts, erosion, and drainage ditches; performs regular preventive maintenance on Airport Hangers; provides janitorial services for the terminal, restrooms, and offices; performs grounds maintenance, including mowing and weed control on Airport property; implements storm water pollution prevention plans; collects usage and service fees; assists with the development and submission of Airport operation and activity records; ensures proper user adherence to a variety of rules and regulations governing Airport operations and services; receives and resolves complaints; receives and responds to variety of inquiries and information requests regarding Airport services and operations; represents the City and the Airport with citizens, community organizations, and other government agencies.

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TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; use of a variety of hand and power tools, operate vehicles and equipment, use and operation of radio communications equipment; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office, airport facilities, and outside in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to gasses, fumes, dust, grease and oils; exposure to moving equipment, exposure to electrical current; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of airport operations and maintenance.

Federal Aviation Administration and other laws, rules, regulations, and policies affecting airport operations and services.

Operation, maintenance, and utilization of weather observation equipment.

Operation and maintenance of airport radio and communications systems and equipment.

A variety of building trades work.

Equipment used in Airport operations and maintenance.

Ability to:

Perform a variety of technical and specialized Airport operations and maintenance work.

Take weather observations and report results.

Monitor airport security for commercial airline services.

Develop and administer contracts and leases.

Operate and use radio communications equipment in Airport operations.

Operate a variety of motorized equipment used in Airport operations and maintenance.

Gather, organize, and analyze data, preparing a variety of reports.

Use a computer and appropriate software in airport operations and maintenance.

Effectively represent the City and the Airport in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from high school and considerable experience in airfield maintenance and operations with some experience in electrical, mechanical, and welding work.

Possession of restricted radio/telephone operator permit (FCC) and possession of National Weather Service (NWS) certificate authorizing the individual to provide accurate hourly and special weather observations is desirable.

Special Requirements:

Possession of a valid California driver's license.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

Geoffrey J. Steinhilber
Chairperson, Personnel Board

3-15-01

DATE