



City of Mt. Pleasant Airport Worker

GENERAL SUMMARY:

The Airport Worker classification is an entry level position. Under the general supervision of the Airport Manager or other appointed Department of Public Works staff, the Airport Worker performs a wide range of tasks generally related to the maintenance and landscaping of the airport and general aircraft services requiring considerable physical effort and the ability to plan, organize and prioritize. The position operates a variety of motorized and non-motorized equipment in a safe and efficient manner and is responsible for protecting and preserving the assets of the City of Mt. Pleasant.

POSITION RESPONSIBILITIES: (By illustration and not limitation)

- Working as a member of the airport team, routine facility and property maintenance, parking aprons, hangars, airport lands and equipment, snow removal, mowing and wildlife monitoring. These tasks are accomplished using a broad range of equipment and tools, including driving a truck with snow plow, operating a variety of mowing and landscaping equipment, and hand tools.
- Inspects runways and taxi ways for obstructions, cleans, repairs as necessary, and removes weeds; inspects, cleans, performs minor repairs and conducts preventative maintenance upon airport field lighting and signals; under supervision, sprays weed killers, mows grass, trims trees and plants grass and shrubs; cleans drains; removes rocks, grades and levels airport grounds as required; performs minor service, fueling and repairs on airport equipment such as vehicles and power tools. Operates local government radio base station and mobile radios, occasionally communicates with FAA; may assist in tie down transient and permanently based aircraft in assigned spaces when necessary; assigns transient aircraft temporary parking spaces; collects transient tie down fees and maintains records of transient aircraft using the airport; conducts a daily aircraft tie down inventory. Responds to airport emergency situations/accidents; renders immediate basic first aid; closes runways or the airport as required. Assists in enforcing airport rules and regulations; issues Notices to Airmen (NOTAMS) as required; performs airport security functions by opening and closing gates and monitoring hangar and tie down areas; prepares reports and various forms incidental to airport operations, maintenance and security. Cleans and performs minor repairs and preventive maintenance on City equipment, tools, and facilities and completes necessary paperwork. Participates in any training required for the safe and efficient operation and maintenance of all equipment and properties.
- Works in adverse weather conditions plowing or shoveling snow and removing ice from runways, hangars, parking lot, and sidewalks.

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- Investigates and appropriately responds to citizen inquiries and requests.
- Hours per week are not to exceed 20; will require evening and weekend call-ins and emergency response.
- Available during snowfalls or winter storms to plow airport property.
- Performs related work as requested.

MINIMUM REQUIREMENTS:

High School Diploma or equivalent education. One year of airport ground work experience and/or the possession of airport maintenance or mechanical skills and the ability to learn a variety of airport terminology, practices, procedures and safety regulations as well as various maintenance and mechanical tasks.

Knowledge of:

- Safe working practices in and around airplanes, airport equipment and/or areas.
- Safe working practices in lifting heavy objects and using power equipment and hand tools, mowers, snow plowing equipment, etc.
- Understand Zero Meridian Time (Zulu) system.
- FAA Automated Weather System (AWOS), weather tracking system read and relay information.
- Pilot hand signals.
- Airport terminology, layout and proper protocol for ground to pilot instructions.

Ability to:

- Respond to Emergency Situation involving the airport and be on scene at the Airport within 30 minutes from call out notification.
- Learn basic fire extinguisher operation, first aid and CPR.
- Learn safe working practices around moving and stationary aircraft.
- Operate power equipment and hand tools.
- Perform simple and routine maintenance on airport equipment, such as lawn mowers, light trucks and airplane tractors.
- Learn to perform simple and routine maintenance on electrical lighting circuits.
- Learn AWOS system and proper communication procedures.
- Read simple schematics and blueprints to trace airport lighting system failures and isolate bad circuits for repair.
- Perform simple arithmetic calculations.
- Process credit card transaction on behalf of the airport.
- Maintain accurate shift operation log books and other records.
- Read and understand FAA advisory notices and airport standard operating procedures.

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- Maintain effective working relationships with pilots, members of the public and other airport personnel. Continued possession of the necessary physical capabilities to safely perform the duties of the position in accordance with the Michigan Vehicle Code.
- Demonstrated proficiency in the proper, safe and efficient use of equipment, methods and terminology used in the Division of Public Works.
- Proven ability to effectively communicate, orally, and in writing, with team members, colleagues and the public regarding any aspect within the scope of responsibility; and to establish and maintain positive working relationships with the public and other employees. Uses proven problem solving techniques to resolve issues and conflict.
- Demonstrated ability to independently and cooperatively plan, organize, prioritize, coordinate and evaluate multiple events and activities; participate in building, developing and maintaining successful and professional work teams.

PHYSICAL AND MENTAL DEMANDS: The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, walk and stand; use hands to handle, or feel; reach with hands and arms; and, drive vehicles. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; shovel and smell. During winter months, the employee is frequently required to sit and drive equipment for long periods of time under adverse weather conditions. The employee must occasionally lift and/or move up to 75 pounds. The employee is occasionally required to work in tight and restricted spaces. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to read, write, plan, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the mental stress associated with the demands of the position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes, extreme cold, extreme heat, and vibration. The employee is frequently involved in various maintenance activities using a variety of tools and equipment. The noise level in the work environment varies from moderate to loud.

All of the above are essential functions of the job.

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