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## JOB DESCRIPTION

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**JOB CLASSIFICATION:** Maintenance  
**JOB TITLE:** Maintenance Worker  
**REPORTS TO:** Lead Worker - Maintenance  
**APPROVED BY:** Maintenance Manager

**DEPARTMENT:** Maintenance  
**EXEMPT:** No  
**APPROVED DATE:** 3/1/2006  
**REVISED:** 5/20/2018

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**JOB SUMMARY:** Under the direct supervision of the Maintenance Lead Worker, performs a variety of assigned preventative and corrective maintenance projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The list of duties is representative and not intended to be all inclusive of the duties expected of this position. This position does not supervise other employees.

- Performs airfield inspections and corrects deficiencies.
- Performs maintenance duties involving streets, sidewalks, gutters, sewer lines, and drainage channels.
- Operates construction equipment and power tools including dump trucks, front-end loader, backhoe, grader, paving machine, compressors, jack hammers, paint sprayers, sand-blasters, concrete saws, sewer rodders, mowers, edgers and blowers.
- Install and remove traffic signs, traffic safety devices, and barricades.
- Spreads asphalt in patching and repairing street.
- Performs rough carpentry and repair work.
- Performs vegetation control, operates mower, weed-eater, and apply herbicide around the airfield lighting and signage.
- Performs tree work (trimming of branches less than 18 inches in diameter and removal of debris).
- Performs airfield painting and traffic markings on streets.
- Conducts daily trash pick-up and patrols area for litter.
- Performs basic plumbing and electrical repair.
- Performs vehicle and equipment maintenance.
- Performs custodial functions in the airport terminal, when assigned.
- Performs other general duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately with minimal supervision. Requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION, TRAINING, AND EXPERIENCE:**

- High School diploma or equivalent AND two or more years of experience in maintenance or similar trade.
- California Drivers License

**KNOWLEDGE OF:**

- Operations, services and activities of a maintenance program.
- OSHA law and regulations.
- Occupational hazards and standard safety precautions necessary in the area of work assigned.
- Methods and techniques of construction, maintenance, and repair related to the area of work assigned.

- Operational characteristics of mechanical equipment and tools.
- Building support systems such as HVAC, plumbing, automated doors, automated restroom systems, elevators, lighting, and utilities.

**ABILITY TO:**

- Use initiative to prevent or repair deficiencies.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Read and understand written documents, schematics, MSDS sheets, and chemical labels.
- Compose correspondence and provide clear verbal instructions.
- Effectively present information and respond to questions from staff, tenants, passengers, and managers.
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures by using appropriate safeguards, and observe common sense rules of safety in all on-the-job activities.
- Develop positive working relationships with staff, vendors, tenants and other airport departments.
- Conduct self in a courteous manner to public, staff, and vendors.

**PHYSICAL DEMANDS:** The physical 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, and see.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
- The employee must be able to move intermittently throughout the work day.
- The employee stands, walks, stoops, kneels, bends, and climbs inside and outside of buildings.
- The employee must occasionally lift and/or move up to 50 pounds, but regularly lifts or pushes items weighing 10-30 pounds.
- Must work in all kinds of weather conditions.

**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.

- The employee works both indoors and outdoors, in very noisy conditions.
- The employee works in proximity to aircraft ground operations, moving mechanical parts, hazardous chemicals, and outside weather conditions on a daily basis.
- The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

**SPECIAL REQUIREMENTS:** Prior to employment, applicant must complete and/or provide all of the following:

- Proof of eligibility to legally work in the United States.
- Successful completion of background investigation.
- Ability to pass the Airport's physical examination, including pre-employment testing in accordance with the Airport's drug/substance abuse policies.
- Possess a valid California Motor Vehicle Driver's License and be insurable with the Airport's insurance carrier at the standard rate.

**ACKNOWLEDGMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Airport to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee Signature

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Date