

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Technician III	DATE: 04/05/16
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance / Maintenance Supervisor	GRADE/LEVEL: 4 (Non-Exempt)

Position Summary (Primary Function)

Performs skilled technical and trades work in the maintenance and repair of airport buildings, grounds, facilities, and equipment. Responsible for the maintenance, troubleshooting, repair, of various buildings, grounds and the inspection of tenants lease spaces and rental properties.

This position has a broad variety of facility activities including plumbing, HVAC, electrical, mechanical, carpentry, painting and installation of door closing devices and door locking systems, key core replacement, core combination, key cutting, building, equipment, grounds, and runway maintenance and repair. Work requires significant independence, initiative, and management skill and advanced knowledge of technical and trade practices. Work also requires call back duty as assigned. Work is performed under the general supervision of the Maintenance Supervisor.

Responsibilities (Essential Duties and Tasks)

- Inspects tenants lease spaces and rental properties.
- May supervise other employees assigned to a variety of skilled trades, technical, and building and grounds maintenance work; and may assign and inspect work.
- Assures departmental compliance with all applicable OSHA and EPA requirements. Maintains control of hazardous chemicals, substances, and waste within area of responsibility.
- Maintains airport equipment and facilities in good working condition.
- Maintains logs of scheduled maintenance, repairs, and inventories of replacement parts.
- Maintains current knowledge of all Greater Asheville Regional Airport Authority regulations and policies.
- Maintains appropriate records, inventories of replacement parts, and files on keys, cores and other building maintenance supplies and equipment in a timely and organized fashion, and in accordance with established protocol. Also helps with repairs to baggage conveyors, lighting and aircraft loading bridges in a constructive, team performance manner.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others. Assists with minor airport construction and repair projects in terms of electrical systems, HVAC, security, and emergency systems, and completes assignments in accordance with established protocol.
- Performs a variety of skilled carpentry tasks; replaces, or repairs wall, cabinets, doors, windows, floors, ceilings, etc; lays carpet and tile; repairs roofs; fabricates or repairs furniture and cabinets; performs concrete and block masonry tasks.

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- Repairs and maintains plumbing fixtures, unstops drains, install valves, repairs leaks to toilet and plumbing fixtures.
- Paints a variety of surfaces, repairs carpet, and moves furniture.
- Operates a variety of vehicles, including bucket trucks, lifts, dump trucks, pick up trucks, and mowers; operates light power and hand tools.
- Performs less skilled mechanical, electrical, and HVAC work as needed; assists with snow removal, landscaping, and cleaning buildings and facilities as needed.
- Responds to tenant needs as required in a timely, user friendly manner.
- Understands all airport customers, knows who they are, and anticipates and meets their expectations through quality service, and in accordance with the airport's mission, values, and vision.
- Helps with the maintenance of HVAC and fire alarm with contractors, staff, and other airport officials.
- Requisitions parts, supplies, and materials as needed.
- Coordinates the provision of safety training and in-service training for maintenance personnel, and identifies training needs and sources. Is the maintenance member that is assigned to the safety committee.
- Carries out all responsibilities in an efficient and effective manner.
- Recognizes emergency situations and takes appropriate action.
- Performs other related duties and tasks assigned.
- GARAA retains the right to change or assign other duties to these positions.

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Associates degree and/or certification of technical or community college coursework in technical or trades areas and considerable related experience that produces the required knowledge, skills, and abilities preferred; or any combination of education and experience that produces the required knowledge, skills, and abilities listed above.
- Minimum ten (10) years of related building maintenance experience required.
- Good computer skills.
- Excellent verbal and written communication skills.
- Excellent – Interpersonal skills.
- Ability to manage multiple projects simultaneously.

Experience Requirements

- Considerable knowledge of safety regulations, occupational hazards, and related safety precautions.



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- Thorough knowledge of principles and techniques of carpentry, masonry, painting, construction and locksmith.
- Ability to diagnose malfunctions and coordinate corrective action.
- Ability to evaluate programs, prepares concise organized reports, and communicates clear oral instruction.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to plan, organize, and assign work and set priorities, and to motivate, communicate, provide leadership, and provide performance coaching.

Special Knowledge, Skills and Abilities

- Works extended snow and ice events including nights and weekends.
- Ability to pass and maintain security clearance, including a criminal history background investigation.
- Must obtain Airfield driver's privilege.

Supervisory Responsibility

- None at this time.

Licenses Required

- Valid North Carolina driver's license.
- CDL preferred

Certifications Required

- Fork-lift operator's certification or ability to obtain.

Latitude/Independent Judgement/Accuracy

- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Maintenance Supervisor establishes workflow for this position.
- Responsible for own work but must coordinate work with others.

Working Conditions

- This position is medium to heavy work exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. Of force frequently, and/or 20 lbs. constantly to move objects.

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- Some exposure to aircraft noise and fuels, and daily exposure to electric current, mechanical moving parts, chemicals, odors, gases, poor ventilation and loud noises.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Physical activities include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, talking, hearing, grasping, and repetitive motions.
- Must be willing to work weekends, holidays, and any shift as required.
- Work hours routinely M-F from 7:30 AM to 4:00 PM.
- Work authorized overtime and be available for emergency overtime when the need arises by responding to overtime call outs before and after routine/standard work hours.
- This employee is required to have the visual acuity to analyze data and figures, operate a computer terminal, perform extensive reading, make visual inspection of small parts, perform skilled trade work, operate machinery, and to determine the neatness and accuracy of work.

Approval Signatures:

_____ Date: _____
Department Director

_____ Date: _____
Director of Administration

_____ Date: _____
Deputy Executive Director,
Development & Operations

_____ Date: _____
Executive Director

