

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Equipment Mechanic – Maintenance Tech IV	DATE: 04/15/2019
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance / Maintenance Supervisor	GRADE/LEVEL: 5 (Non-Exempt)

Position Summary (Primary Function)

EQUIPMENT MECHANIC

- This position maintains, troubleshoots and repairs a variety of airport equipment including but not limited to aircraft rescue trucks, generators, fleet vehicles, tractors, mowers and other various large and small airport equipment.
- Work requires thorough knowledge of principals and techniques in gasoline, diesel and small engine repair as well as automotive, truck, and heavy equipment repairs.
- Performs preventive maintenance, establishes schedules for repairs on all airport vehicle fleet vehicles and equipment.
- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters and other general repairs.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components.
- Recognizes emergency situations and takes appropriate action.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Maintains vehicle appearance by cleaning, washing, and general upkeep.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical publications.

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- Accomplishes maintenance and organization mission by completing related actions as needed.
- Assists in establishing policies, procedures, and practices governing the maintenance and repair of airport’s vehicle fleet and equipment.
- Work requires significant independence and initiative and a significant knowledge of technical and trade practices and skills.
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.
- Work also requires coordination with a variety of airport officials in determining needs and priorities
- Work is performed under the general supervision of the Maintenance Supervisor and/or the Assistant Maintenance Supervisor.

Other Responsibilities (Essential Duties)

- Prepares and maintains a variety of records and reports.
- Assures compliance with all applicable OSHA and EPA requirements. Maintains control of hazardous chemicals, substances, and waste within area of responsibility.
- Maintains material safety data sheets for all chemicals used in equipment maintenance.
- Prepares list of costs for proposed budget; estimates cost of repair and maintenance projects; orders supplies, tools, equipment, and other needs.
- Participates/assists as needed in a variety of other skilled trades and technical work including HVAC system repair, planning, and preventive maintenance; plumbing repairs, and installations; carpentry renovations and repairs; electrical and electronic system installation, maintenance, and repairs; and a variety of general maintenance work.

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- Assists other maintenance employees as needed on electrical repairs of airfield and street lighting; janitorial maintenance of facilities; maintaining grounds; repairs to baggage conveyors; check and service main terminal heating cooling systems, compressors, pumps, lighting and aircraft loading bridges in a constructive, team performance manner.
- Coordinates and schedules contracted installations and repairs with the Maintenance Supervisor or Assistant Maintenance Supervisor.
- Maintains current knowledge of all Greater Asheville Regional Airport Authority rules, regulations, and policies.
- Performs related tasks as required.
- Performs other duties and tasks as assigned.
- This employee may be called back as assigned duties arise.
- GARAA retains the right to change or assign other duties to this position.

Certifications Required

- ASE – Auto Maintenance and Light Truck and Medium and Heavy Truck.
- Fork-lift operator’s certification or ability to obtain.

Licenses Required

- Valid North Carolina Driver’s License.
- Class B CDL preferred or able to obtain

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

- Prefer Associates degree in automotive technology or related trade area, considerable related experience or combination of education and experience that produces the required knowledge, skills, and abilities listed above.
- Proficiency in the use of a personal computer skill is necessary.
- Satisfactory verbal, written, and interpersonal communication skills.

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Experience Requirements

- 5 to 10 years work experience in equipment maintenance.
- Thorough knowledge of the methods, tools and equipment used in the assigned trades.
- Thorough knowledge of safety regulations, occupational hazards, and related safety precautions.
- Ability to detect broken or worn parts; ability to diagnose malfunctions and take corrective action.
- Ability to read schematic drawings.
- Ability to evaluate programs, prepares concise organized reports, understand and communicate clear oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.

Special Knowledge, Skills and Abilities

- Works extended snow and ice events including nights and weekends when needed.
- Must obtain Airfield driver’s privileges.
- Ability to learn FAA/FAR certification and security regulations and requirements.

Supervisory Responsibility

- None at this time.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government

Working Conditions

- Physical Demand - Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, talking, hearing, grasping, and repetitive motions.
- Work in this position is heavy work exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or 20 lbs. of force constantly to move objects.

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- This position requires visual acuity to analyze data and figures, operate a computer terminal, perform extensive reading, make visual inspection of small parts, use measurement devices, fabricate parts, perform skilled trades work, operate machinery, and to determine the neatness and accuracy of work.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, vibration, physical hazards, atmospheric conditions, oils, close quarters, and narrow passageways.
- This employee may be required to wear a respirator.
- Work hours routinely M-F from 8:00 AM to 5:00 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.
- Required to have the visual acuity to analyze data and figures, operate a computer terminal, perform extensive reading, operate machinery including a fork-lift, snow removal equipment, and other mechanical equipment as needed.

APPROVAL SIGNATURES:

Department Director

Date: _____

Director of Administration

Date: _____

Deputy Executive Director,
Development & Operations

Date: _____

Executive Director

Date: _____

