

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Maintenance Technician I	<b>DATE:</b> 10/03/2011
<b>DEPARTMENT:</b> Maintenance & Operations	<b>GRADE/LEVEL:</b> 2 (Non-Exempt)

**Position Summary** (Primary Function)

Perform routine repair, maintenance, preventative maintenance and landscaping support to assure that airport grounds, landscaped areas, plants, shrubs, and grass are maintained in optimum condition.

**Responsibilities** (Essential Functions)

- Performs a variety of landscaping maintenance tasks around taxiways, runway lights, terminal and safety office buildings, which includes mowing and raking grass.
- Operates equipment such as lawnmowers, trimmers, edgers, tractors, sweepers to maintain airport terminal grounds.
- Participates in a variety of grounds keeping, landscaping, airfield maintenance, and equipment maintenance activities. Maintains airport equipment and facilities are in good working condition.
- Operates motorized equipment for snow removal from roadways, sidewalks, and steps.
- Participates in a variety of landscaping activities including moving, planting, fertilizing, mulching, weeding, trimming, pesticide application, irrigation, etc.
- Operates large motorized equipment such as tractor mowers, slope mowers, weed eaters, backhoe, snow blowers, street sweepers, side walk sweepers, loaders, and wood chippers.
- Washes and cleans equipment.
- Works from daily and/or weekly work plans approved by supervisor.
- Performs routine preventative maintenance for landscaped areas including fence repair and keeping curbs and streets clean.
- Assists with duties of all maintenance employees as needed.
- Assists other departmental employees with painting, snow removal, runway lighting needs, and other tasks where necessary.
- Complies with all applicable OSHA and EPA regulations within area of responsibility, and assures control and proper disposal of hazardous chemicals, substances, and wastes as required.
- Maintains current knowledge of Greater Asheville Regional Airport policies, regulations and safety procedures.
- Performs related tasks as required.

**Education Requirements** (Evaluation Factors: Skills, Knowledge, Experience, and Ability)

- High School Diploma or GED required.
- Three to six months landscaping experience or education.
- Good verbal and written communication skills.



<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Maintenance Technician I	<b>DATE:</b> 10/03/2011
<b>DEPARTMENT:</b> Maintenance & Operations	<b>GRADE/LEVEL:</b> 2 (Non-Exempt)

- Ability to work independently and in teams.
- Must possess a current pesticide license within six months of employment date.

**Experience Requirements**

- This position requires three to six months experience to become proficient in all aspects of the job, not necessarily consecutive in order to learn seasonal requirements of the position.
- Working knowledge of the standard methods, traffic laws, and regulations governing heavy equipment operation.
- Working knowledge of safety precautions, occupational hazards, and related safety precautions necessary to operate equipment.
- Knowledge of landscaping practices and principles.
- Ability to operate computer, fork-lift, and snow removal equipment.
- Considerable knowledge of safety regulations, occupational hazards, and related safety precautions.
- Ability to obtain thorough knowledge of the application of pesticides.
- Skill in operation, service, use, and care of equipment used in this position.
- Ability to detect broken or worn parts; ability to diagnose malfunctions and make minor repairs and adjustments to equipment.
- Ability to understand and follow oral and written instructions.
- Ability to communicate courteously and establish and maintain effective working relationships with coworkers, supervisors, and the public.
- Ability to ensure that grounds maintenance equipment is used only within the limits of the manufacturer.

**Special Knowledge, Skills and Abilities**

- Work processes well established, but some judgment is necessary in prioritizing work, selecting plants, shrubs, etc.
- Works extended snow removal events including nights and weekends.
- Obtain Airfield driver's privilege.

**Supervisory Responsibility**

- None at this time.

**Licenses Required**

- Valid North Carolina Driver's License.



<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Maintenance Technician I	<b>DATE:</b> 10/03/2011
<b>DEPARTMENT:</b> Maintenance & Operations	<b>GRADE/LEVEL:</b> 2 (Non-Exempt)

**Certifications Required**

- Fork-lift operator's certification.
- Must possess a current pesticide license within six months of employment date.

**Latitude/Independent Judgment/Accuracy**

- The Maintenance Supervisor establishes workflow for the position.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Responsible for own work, but must coordinate work with others.
- Responsible for visual acuity to make visual inspection of small parts, use measurement devices, operate machinery, and determine the neatness and accuracy of work.

**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.
- Must be able to perform medium work exerting up to 50 lbs. of force occasionally; and/or up to 20 lbs. of force frequently; and/or up to 10 lbs. of force constantly to move objects.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, physical hazards, and narrow passageways.
- Work hours routinely M-F from 8:30 AM to 5:00 PM.
- Required to have the visual acuity to analyze data and figures, operate a computer, perform extensive reading, operate machinery including a fork-lift, snow removal equipment, and other mechanical equipment as needed.

<b>GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Maintenance Technician I	<b>DATE:</b> 10/03/2011
<b>DEPARTMENT:</b> Maintenance & Operations	<b>GRADE/LEVEL:</b> 2 (Non-Exempt)

**APPROVAL SIGNATURES:** \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Department Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Director of Administration

\_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Executive Director,  
Development & Operations

\_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

