

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Maintenance Tech III: General Mx	DATE: 10/15/2020
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance / Maintenance Supervisor	GRADE/LEVEL: 5 (Non-Exempt)

Position Summary (Primary Function)

Participates in difficult technical and skilled trades in the maintenance and repair of airport buildings and related facilities. This position maintains, troubleshoots and repairs a variety of building and facilities maintenance activities including heating and air conditioning, plumbing, lighting systems, mechanical, electrical, electronic systems, as well as, general maintenance. Work requires significant independence and initiative and a significant knowledge of technical and trade practices and skills. Work also requires coordination with a variety of airport officials in determining needs and priorities. Participates in budget projections and purchasing. This employee may be called back as assigned. Work is performed under the general supervision of the Maintenance Supervisor.

Responsibilities (Essential Duties)

- Participates in a variety of 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.
- Recognizes emergency situation and takes appropriate action.
- Assures compliance with all applicable OSHA and EPA requirements. Maintains control of hazardous chemicals, substances, and waste within area of responsibility.
- Coordinates and schedules contracted installations and repairs with the Maintenance Supervisor.
- Maintains current knowledge of all Greater Asheville Regional Airport Authority rules, regulations, and policies.
- Assists maintenance employees on electrical repairs of airfield and street lighting; janitorial maintenance of main terminal; 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.
- Recommends and assists the Maintenance Supervisor with budget projections, develops cost estimates, assists with preparing the annual departmental budget and prepares bid specifications.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.
- Prepares and maintains a variety of records and reports.

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- Assists the Maintenance Supervisor with coordinating the operation and maintenance of HVAC, fire alarm, and security access system with contractors, staff, and other airport officials.
- Performs other duties and tasks as assigned.
- GARAA retains the right to change or assign other duties to this position.

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

- Prefer Associates degree in related trade area, considerable related experience, and some supervisory experience; or combination of education and experience that produces the required knowledge, skills, and abilities listed above.
- 5 to 10 years work experience in maintenance.
- Proficiency in the use of a personal computer is necessary.
- Excellent verbal, written, and interpersonal communication skills.
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.

Experience Requirements

- Thorough knowledge of principles and techniques of carpentry, masonry, mechanical, electrical, electronic, and plumbing trades including journeyman level knowledge in one or more areas.
- Thorough knowledge of the methods, tools and equipment used in the assigned trades.
- Thorough knowledge of FAA/FAR certification and security regulations and requirements.
- 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 blueprints and 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.
- Must obtain Airfield driver's privilege.



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Supervisory Responsibility

- None at this time.

Licenses Required

- Valid North Carolina Driver's License.

Certifications Required

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

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 and must be able to coordinate work with others.

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.
- 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.

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- 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 hour.
- 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

Date: _____

Executive Director

Date: _____