

ASHEVILLE REGIONAL AIRPORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: Maintenance Tech IV (HVAC)	DATE: 10/03/2011
DEPARTMENT: Maintenance & Operations	GRADE/LEVEL: 16

Position Summary (Primary Function)

Participates in difficult technical and skilled trades in the maintenance and repair of airport buildings and related facilities. An employee in this class will maintain, troubleshoot and repair a variety of building and facilities maintenance activities including heating and air conditioning, plumbing, lighting systems, mechanical, electrical, electronic systems, and basic carpentry and installation of door closing devices and door lock system, as well as general maintenance of the airport terminal building. 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. Work involves assigning and inspecting work, and quality control. Participates in budget projections and purchasing. This employee may be on-call as assigned. Work is performed under the general supervision of the Airport Maintenance Supervisor and is evaluated through conferences, inspection of work, and reports for quality, appearance, functionality, and safety. Requisitions all supplies and equipment required to maintain the airport terminal. Maintains airport equipment and facilities in good working condition. Reports to: Airport Maintenance Supervisor

Responsibilities (Essential Duties)

- Assists in establishing policies, procedures, and practices governing the maintenance and repair of airport terminals.
- 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.
- Researches, establishes, and performs the HVAC Preventive maintenance program, work cycles, and schedules. Maintains required licenses and certifications.
- 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 Airport Maintenance Supervisor.
- Maintains current knowledge of all 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 Airport Maintenance Supervisor with budget projections, develops cost estimates, assists with preparing the annual departmental budget and prepares bid specifications.
- Monitors the HVAC preventive maintenance program.
- Assists with Boiler Safety compliance for the airport authority and its tenants.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.
- Prepares and maintains a variety of records and reports.
- Assists the Airport Maintenance Supervisor with coordinating the operation and maintenance of HVAC, Fire Alarm, Elevator, and Security Access System with contractors, staff, and other airport officials.



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- Maintains material safety data sheets for all chemicals used in building maintenance.
- Prepares list of cost and submits for proposed budget; estimates cost of repair and maintenance projects; orders supplies, tools, equipment, and other needs.
- Performs related tasks as required.

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

- Associates degree in electrical technology or 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 skill 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.
- Some knowledge of organizational budgeting and purchasing systems.
- 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.

Supervisory Responsibility

- None at this time



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Licenses Required

- Valid North Carolina Driver's License

Certifications Required

- Fork-lift operator's certification.
- HVAC/refrigerant certification.

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.

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.
Work hours routinely M-F from 7:30 AM to 4:00 PM. On-call 24 hours, seven (7) days a week. May have to work longer hours to complete responsibilities and assignment.
- 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.

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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements; however, this document is not intended to cover every aspect of the position. The Maintenance Technician IV (HVAC) is expected to perform other related duties as assigned from time to time in a compliant and motivated manner.
