

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Maintenance Tech IV: General Mx / Locksmith	DATE: 10/24/2025
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance & Operations/Facilities Maintenance Supervisor	GRADE/LEVEL: 16 (Non-exempt)

Position Summary (Primary Function)

This position exists to serve as the airport's primary locksmith, responsible for the installation, repair, and maintenance of locks, keys, and access systems across all airport facilities. Provides support in carpentry and general building maintenance, including repairs to doors, frames, and related structures. Additional duties may include assisting with other trades (plumbing, HVAC, electrical, and general maintenance), as needed. Work requires significant independence, technical expertise, and coordination with airport staff and contractors.

Position Responsibilities (Essential Functions)

- Serves as the airport's lead locksmith, responsible for the installation, troubleshooting, repair, and maintenance of locks, keys, keying systems, cores, and access systems across all airport facilities, ensuring compliance with federal regulations. Conducts periodic inspections of doors in existing and construction areas, correcting deficiencies and maintaining integrity of keying systems. Maintains and updates key control systems, shop equipment, system records, and access. Assists in performing key audits. Maintains inventory of stock required for repairs and projects.
- Researches new locks, locking systems, keyways, or standards, as needed.
- Performs carpentry tasks such as repairing and installing doors, frames, hardware, and related structures.
- Assists with general building and facilities maintenance (HVAC, plumbing, electrical, and mechanical), as needed.
- Is a member of the snow team and works extended snow/ice removal events including nights and weekends to keep all roadways, sidewalks, pedestrian areas, as well as the runway, taxiways, and ramp areas clear of snow/ice in compliance with FAA Part 139 standards.
- Coordinates work with contractors, staff, and supervisors to ensure timely completion of maintenance projects.
- Maintains tools, equipment, and accurate records of work performed.
- Maintains current knowledge of Greater Asheville Regional Airport policies, directives, regulations, and safety procedures.
- Complies with all applicable OSHA and EPA regulations within the area of responsibility, and assures control and proper disposal of hazardous chemicals, substances, and waste, as required.
- Works from daily and/or weekly work plans approved by supervisor. Ready to assist with duties of all maintenance employees and other departmental needs and tasks. Participates in special events, emergencies, and irregular operations, as needed.
- Other duties, as assigned.

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

- High School Diploma or GED required.
- Trade certification in locksmithing, carpentry, or related field, preferred.

Experience Requirements

- Five years of related training/experience, or any combination of education and experience that produces the required knowledge, skills and abilities.
- Extensive experience in locksmithing, including installation, repair, and maintenance of locks, hardware, and keying systems (Best Lock or similar).

Licenses/Certifications Required

- Certified Registered Locksmith, or ability to obtain within one year of employment.
- Journeyman-level skills in at least one area (carpentry, masonry, plumbing, electrical, mechanical, or related trades) if not certified as a locksmith.
- Valid driver's license required; must maintain eligibility to operate airport vehicles.
- Forklift operator certification, or ability to obtain.
- Commercial Driver's License (CDL), preferred.
- Low-voltage electrical certifications, preferred.

Knowledge, Skills and Abilities

- Knowledge of carpentry and related trades (masonry, plumbing, electrical, mechanical), with journeyman-level skills in at least one area.
- Knowledge of federal regulations including Federal Aviation Regulation Part 139, Transportation Security Regulations Part 1542, airport security requirements, and safety regulations.
- Strong troubleshooting skills with the ability to diagnose malfunctions, identify worn or broken parts, and implement corrective action.
- Strong communication, organizational, and prioritization skills with the ability to manage multiple projects.
- Skills to communicate effectively orally and in writing and follow instructions.
- Skills in operation, service, use, and care of equipment used in this position such as but not limited to door hardware, key systems, snow removal equipment, etc.
- Knowledge of snow removal methods as mandated by the FAA.
- Skills to efficiently manage multiple priorities, tasks for extensive maintenance operations.
- Effective organizational and computer skills.
- Ability to understand and follow oral and written instructions.
- Ability to operate computer, fork-lift, and snow removal equipment.
- Ability to actively pursue and develop new ideas, methods and procedures to meet changing situations.

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- Ability to evaluate and make comprehensive recommendations to resolve operational/facility problems and/or malfunctions.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, airport tenants, federal partners, co-workers and the public, and represent the airport in a positive and professional manner.
- Ability to respond calmly and effectively in emergencies and effectively manage sensitive and tense situations.
- Ability to demonstrate initiative, creativity and innovative thinking in a rapidly changing work environment.
- Ability in using trade tools and equipment, interpreting blueprints, and reading schematic drawings.
- Ability to prepare clear reports, follow technical instructions, and communicate effectively with staff and the public.

Physical requirements

- Works a combination of inside and outside and spends about 75% of the time sitting, standing, and walking.
- Must be able to perform essential physical functions that require frequent bending, twisting, stooping, balancing, kneeling, turning, crouching, crawling, lifting, grasping and repetitive motions.
- Must be able to perform medium work exerting up to 100 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 environmental conditions such as extreme hot and cold weather.
- Must be able to operate and monitor communications equipment, such as data terminals, computers, radios and telephones.
- Must be able to climb and descend stairs, perform inspections on foot and in a vehicle, operate various features of the terminal facility and equipment, including snow removal equipment, tractors, lighting, security gates, heavy equipment, etc.
- May be exposed to chemicals, fumes, solvents, machinery, moving objects/vehicles, dust, slippery/uneven surfaces, narrow passageways and excessive noise. May be required to wear a respirator and other protective equipment.

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Sensory Requirements

- Color distinction
- Peripheral, near, and distance vision
- Depth perception
- Smell
- Hearing
- Touch

Supervisory Responsibility

- None.

Latitude/Independent Judgment/Accuracy

- The Maintenance Supervisor establishes workflow for the position, but some judgement is necessary in prioritizing work.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process to 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

- Shift work required. Shift will be assigned based on operational need.. This includes days, nights, weekends, and holiday work schedules. Shift assignments are subject to change.
- Work may require on-call duty, as assigned.
- Subject to emergency call backs for work.
- This position is deemed essential.
- Primary job functions require in-person/on-site work.
- This position is subject to on-call work and holiday work.
- This position is required to be onsite for snow events.
- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.
- Must obtain and maintain Movement Area Driver's endorsement within 90 days of employment.
- This position must have a valid driver's license at all times and be able to drive to various locations, on and off-airport premises.