

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Maintenance Tech IV	DATE: 01/24/17
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance / Maintenance Supervisor	GRADE/LEVEL: 5 (Non-Exempt)

Position Summary (Primary Function)

Both the HVAC Technician and the Equipment Mechanic are separate positions in the above Grade/Level classification.

HVAC Technician Position:

- 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 of the airport terminal building.
- 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 and 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
- 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.
- Monitors the HVAC preventive maintenance program
- 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.
- Assists in establishing policies, procedures, and practices governing the maintenance and repair of airport terminals.
- Participates in difficult technical and skilled trades in the maintenance and repair of airport buildings and related facilities.
- Assists with boiler safety compliance for the airport authority and its tenants.
- Prepares list of costs for proposed budget; estimates cost of repair and maintenance projects; orders supplies, tools, equipment, and other needs.

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- Operates snow removal equipment during winter storm events.
- Work is performed under the general supervision of the Maintenance Supervisor.

Certifications Required

- Fork-lift operator's certification or ability to obtain.
- HVAC/refrigerant certification desired.

Equipment Mechanic Position

- This position maintains, troubleshoots, and repairs the airport's fleet of vehicles and equipment.
- Troubleshoots and repairs airport's vehicle fleet and equipment.
- Performs preventive maintenance program, schedules and repairs airport's vehicle fleet and equipment.
- Thorough knowledge of principals and techniques in automotive, truck, and heavy equipment repairs.
- Assists maintenance employees on electrical repairs of airfield and street lighting.
- Recommends and assists the Maintenance Supervisor with budget projections, develops cost estimates, assists with preparing the annual departmental budget.
- Assists in establishing policies, procedures, and practices governing the maintenance and repair of airport's vehicle fleet and equipment.
- Prepares list of costs for proposed budget; estimates cost of repair and maintenance projects; orders supplies, tools, equipment, and other needs.
- Operates snow removal equipment during winter storm events.
- Work is performed under the general supervision of the Maintenance Supervisor.

Certifications Required

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

Responsibilities (Essential Duties): for both HVAC Technician and Equipment Mechanic Position

- 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.

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- Participates in budget projections and purchasing.
- 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.
- Work requires significant independence and initiative and a significant knowledge of technical and trade practices and skills.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.
- Work involves assigning and inspecting work, and quality control.
- Work also requires coordination with a variety of airport officials in determining needs and priorities.
- Prepares and maintains a variety of records and reports.
- Maintains material safety data sheets for all chemicals used in building maintenance.
- Performs related tasks as required.
- Performs other duties and tasks as assigned.
- This employee may be called back 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, 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, equipment maintenance, mechanical, electrical, electronic, and plumbing trades including journeyman level knowledge in one or more areas, as appropriate.
- Thorough knowledge of the methods, tools and equipment used in the assigned trades.

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- Thorough knowledge of FAA/FAR certification and security regulations and requirements (will train).
- 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, as appropriate to trade.
- 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.

Licenses Required

- Valid North Carolina Driver's License.

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.



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- 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 8:30 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 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,
Development & Operations

Date: _____

Executive Director

Date: _____

