POSITION TITLE: AIRPORT MAINTENANCE I

DEPARTMENT: OPERATIONS

SALARY: $40,740

PURPOSE: To acquire knowledge and assist in all phases of airfield and equipment maintenance. The Airport Maintenance I (AP1) is an entry level position where an employee is expected to have a general knowledge of maintenance activities while learning the skills and knowledge particular to the airport environment. This position description supplements the requirements listed in the Duluth Airport Authority (DAA) Personnel Policy Manual and the American Federation of State, Country & Municipal Employees (AFSCME) union contract.

A. FUNCTIONAL AREAS:

1. Operate and maintain equipment

a. All AP1 personnel:

i. Become proficient in operating light equipment (pickups, skid steer, tractor, mowers, dump truck, sander, forklift) and heavy equipment (loaders, sweepers, plows, graders, snow blowers) in a safe and efficient manner.

ii. Perform routine pre/post-operational and maintenance checks on vehicles and equipment.

iii. Learn to perform and document monthly operational tests and inspections of the airfield electrical vault emergency generator.

iv. Learn to operate vehicle radios using aviation terminology and radio procedures for operation on the airfield movement area.

v. Demonstrable use of computer and web-based database workorder system, reporting and functions.

b. Airfield Maintenance:

i. Become familiar with equipment (hand and electrical tools) used to maintain the airfield electrical/lighting systems and gates and assist with maintenance of and repairs on those systems.

c. Equipment Maintenance:

i. Become familiar with powered/non-powered tools and machinery used to maintain vehicles.

ii. Learn routine maintenance requirements and historically problematic systems on snow removal equipment (SRE) vehicles and equipment.

iii. Perform seasonal and preventative maintenance actions on light and heavy equipment as assigned by the equipment foreman.

iv. Learn basic welding skills required for maintaining/repairing equipment.

2. **Assist in maintaining runways, taxiways, airfield electrical systems, fences, gates, and other Duluth Airport Authority (DAA) owned properties**
    - **a.** All AP1 personnel:
        i. Become familiar with airfield snow removal operations to include the DAA Snow and Ice Control Plan, surface priorities and snow removal methods.
        ii. Achieve a level of airfield and regulatory familiarization within six months of hire date to work unsupervised on weekend and/or evening shifts.
        iii. Become familiar with the DAA Wildlife Hazard Management Plan (WHMP) and the safe use of firearms and wildlife hazing equipment.
        iv. Become proficient using the VEOCI database for documenting all aspects of airfield and equipment maintenance.
        v. Become familiar with using the FAA's NOTAM Manager database to publish airfield NOTAMs and FICONs and when to publish them based on airfield lighting status and environmental conditions on the airfield.
        vi. Escort and monitor contractors and other personnel requiring access to the airport operations area.
        vii. Learn to perform and document airfield inspections to include lighting, signage, pavement conditions, fencing and perimeter security checks.
        viii. Learn the operating mechanisms and maintenance requirements for the airfield gates
    - **b.** Airfield Maintenance:
        i. Assist in repairing and cleaning/sweeping runways, taxiways, and ramps.
        ii. Perform tasks such as grass cutting, weed whacking, tree, and brush removal to meet the standards outlined in the WHMP.
        iii. Learn to perform and document monthly inspections/maintenance of runway 09/27 precision approach path indicator (PAPI) systems.
    - **c.** Equipment Maintenance:
        i. Become familiar with seasonal maintenance requirements of vehicles, particularly during the snow removal season.
3. **Facility Maintenance**
    - **a.** All AP1 personnel:
        i. Maintain the SRE building and Airfield Electrical Vault in a clean and tidy condition. Perform routine and non-routine maintenance actions on both buildings as necessary.
        ii. On weekend shifts, clean all bathrooms, breakrooms, and offices.
        iii. Remove snow from employee parking areas, fire lanes and doorways.

iv. Perform and document weekly emergency eyewash/shower and monthly facility and fire extinguisher inspections.

4. **Safety and Environmental**
   a. All AP1 personnel:
      i. Comply with safety and environmental requirements listed in the DAA Personnel Policy Manual and the AFSCME Union Contract.
      ii. Comply with safety and OSHA guidelines mandated by foreman and/or the Airside Manager.
      iii. Inform your foreman of unmitigated safety hazards and risks.
      iv. Become familiar with environmental requirements associated with SRE operations

B. JOB REQUIREMENTS:

a. All AP1 personnel:
   i. Possession of a valid Minnesota Class D driver's license.
   ii. Become familiar with:
      1. FAA Part 77 and Part 139 Regulations
      2. TSA 49 CFR Part 1542 Airport Security Rules and Regulations
      3. FAA Notice to Air Mission (NOTAM) manager database
      4. Fleet and Airfield work order database

C. ABILITY REQUIREMENTS:

a. All AP1 personnel must have the ability to:
   i. Transport oneself to the Duluth International Airport and travel to related Duluth Airport Authority locations as directed.
   ii. Attend work on a regular basis and on assigned shifts which may include nights, weekends and on call when necessary.
   iii. Work outdoors in all weather conditions
   iv. Establish and maintain effective working relationships with supervisors, subordinates, tenants, and the public.
   v. Accept personal responsibility for one's decisions.
   vi. Use good judgment and work independently under limited supervision.
   vii. Communicate and follow directions in oral and written form.
   viii. Hear and use various equipment which requires good hearing.
   ix. Have vision/corrected vision to operate equipment and perform essential job functions.
   x. Lift and carry materials and tools weighing up to 50 pounds on a regular basis.
   xi. Lift and carry with assistance up to 100 pounds.
   xii. Push, pull and propel up to 350 pounds.
   xiii. Pull airfield lighting cables through underground conduit.

xiv. Position the body to effect repairs in confined spaces such as underneath dashboards, under vehicles, etc.
xv. Reach, hold, position, maneuver and operate hand tools and replacement parts.
xvi. Identify wires and other parts by color and other identifying information.
xvii. Use fine hand and finger movements to identify and work on parts not always visible.
xviii. Demonstrable use of computer-based programs such as Word, Excel, PowerPoint, Outlook, etc