



November 9, 2023

**Airport Maintenance I – Facilities & Landside  
Temporary Position for up to 12 Months**

The Duluth Airport Authority (DAA) desires a qualified candidate to serve as a Temporary Airport Maintenance I – Facilities and Landside. This position performs and assists with all phases of facilities and equipment maintenance and terminal operations at the Duluth International Airport. Requires the ability to work various shifts including evenings, weekends, and holidays. See job description for further information.

The Duluth Airport Authority is an Equal Opportunity Employer.

Hourly Rate Step A 2023: \$20.86

Hourly Rate Step A 2024: \$21.27

Benefits: Health Insurance, Dental Insurance, Life Insurance, PERA Pension Contributions, Cafeteria Benefit, Ability to participate in Minnesota Deferred Compensation Plan, Vacation Time, Sick Time, Personal Time

**This is a temporary union position for up to a twelve (12) month period. There is no guarantee of permanent employment.**

Please submit cover letter and resume **via email** to [daa@duluthairport.com](mailto:daa@duluthairport.com) by November 27<sup>th</sup>, 2023 **at 4pm CST.**

**POSITION TITLE:** AIRPORT MAINTENANCE I – FACILITIES AND LANDSIDE

**DEPARTMENT:** OPERATIONS

**PURPOSE:** Serves as the Airport Maintenance 1 under the direction of the Airport Facilities Manager. Performs maintenance duties and repair work to electrical components, plumbing, and HVAC components at the direction of the Airport Facilities Manager. Oversees the care and maintenance of the terminal grounds, roadways, and parking areas. Maintains and updates preventative maintenance logs and records on terminal equipment. When directed by the Airport Facilities Manager will work with Airside Manager to assist in duties with airside maintenance personnel and/or occasional work at Sky Harbor Airport.

**FUNCTIONAL AREAS:**

- 1. CLEANING AND MAINTENANCE:** Assist with supervising and performing a variety of cleaning and maintenance of the DAA buildings, grounds, and traffic areas which includes the following tasks:
  - A. Shovel, plow, blow, and haul snow from roadways, parking lots, stairwells, and sidewalks.
  - B. Operate motorized grounds maintenance vehicles and snow removal equipment.
  - C. Proficient in operating light equipment (pickups, skid steer, mowers, dump truck sander, forklift) and heavy equipment (loaders, sweepers, plows, graders, snow blowers) in a safe and efficient manner.
  - D. Perform routine pre/post-operational and maintenance checks on vehicles and equipment.
  - E. Sand roadways, parking lots, and sidewalks.
  - F. Cut grass, trim trees, and other duties to beautify the grounds controlled by the airport.
  - G. Make minor repairs to building lighting, electrical, plumbing, HVAC, doors, windows, etc., and other mechanical fixtures in DAA owned buildings.
  - H. Clean, paint, and repair of building walls, doors, etc. as required to maintain DAA property in good condition.
  - I. Operate vehicles on runways and taxiways while using radio to communicate with the tower and others.
  - J. Maintain service records of baggage belts/conveyors, vehicles, mowers, mechanical, and HVAC equipment.
  - K. Perform and document monthly operation tests and inspections of emergency generators, fire extinguishers and other components of the operation of the airport.
  - L. Maintain airport properties in a clean, sanitary environment.
  - M. May be required to perform janitorial duties upon the direction of the facilities manager to ensure airport properties are kept in a safe, clean tenable condition.
  
- 2. ASSIST WITH PLANNING, EVALUATING, AND PERFORMING PROPERTY MANAGEMENT**
  - A. Provide regular input to the Airport Facilities Manager on operational issues, equipment, and safety matters.
  - B. Assist in the inspection of DAA buildings and grounds to ensure clean and safe conditions.
  - C. Troubleshoot equipment malfunctions.
  - D. Assist in addressing questions and complaints from occupants of DAA facilities and the public.
  - E. Coordinate and ensure tenant actions are in compliance with lease agreements.
  - F. Coordinate with the Airport Facilities Manager lease issues and actions concerning all airport owned buildings.
  - G. Maintain records of service accomplished by service companies.
  - H. Maintain temperature and humidity levels in buildings by monitoring appropriate computers and controls.
  - I. Identify and repair minor issues with building lighting, electrical, plumbing and HVAC.
  - J. Identify and repair minor issues with doors, windows, and other fixture in DAA owned buildings.
  - K. Identify and repair minor imperfections with walls, carpets and other DAA owned properties with the goal to return them to original condition.
  - L. Identify and repair minor items with the Airport Parking Management System.
  - M. Perform and document weekly emergency eyewash/shower and monthly facility, fire extinguisher, ladder, and safety inspections.
  - N. Comply with safety and environmental requirements listed in the DAA Personnel Policy Manual and the AFSCME union contract.
  - O. Comply with safety and OSHA guidelines mandated by management.

- P. Inform management of unmitigated safety hazards and risks.
- Q. Become familiar with environmental requirements associated with airport operations.
- R. Become familiar with Transportation and Security Administration (TSA) 49CFR, Part 1542 Airport Security Rules and Regulations.

**3. ASSIST WITH THE SUPERVISION OF ASSIGNED STAFF**

- A. Adhere to DAA policies regarding dress, code of conduct, and behavior.
- B. Assist with planning, scheduling, and assigning work of building and grounds maintenance staff.
- C. Assist in monitoring work sites to ensure compliance with established methods, guidelines, and procedures.

**4. PERFORM OTHER RELATED DUTIES**

- A. Work assigned shifts, weekends, holidays, be on call as necessary, and emergency call outs.
- B. Perform tasks using hand tools, as required.
- C. Tasks and duties as assigned by the Airport Facilities Manager.

**JOB REQUIREMENTS:**

**1. EXPERIENCE AND EDUCATION**

- A. A high school diploma or validation of high school diploma.
- B. Demonstrated supervisory skills and ability.
- C. Demonstrated knowledge on safe and efficient operation of skid steer and loader.

**2. LICENSE REQUIREMENTS**

- A. Possession of a valid Minnesota Class D Driver's License.

**3. KNOWLEDGE REQUIREMENTS**

- A. Knowledge of cleaning and maintenance materials, methods, and equipment.
- B. Knowledge of methods, materials, and tools used in building construction, maintenance, and inspection including carpentry, painting, plumbing, electrical, and HVAC, practices and procedures.
- C. Knowledge of applicable safety laws and regulations.
- D. Knowledge of applicable local, state, and federal laws, and regulations related to the building trades and OSHA requirements.
- E. Knowledge of accepted supervisory practices.
- F. Knowledge of basic office procedures.

**4. SKILL REQUIREMENTS**

- A. Skill in performing duties related to carpentry, painting, plumbing, electrical, and HVAC practices.
- B. Skill in effectively communicating verbally, electronically, and in writing.

**5. ABILITY REQUIREMENTS**

- A. Ability to pass a criminal background check to obtain Airport Security ID clearance.
- B. Ability to multi-task and prioritize the work.
- C. Ability to transport oneself to, from, and around various airport sites and off-site meetings or training.
- D. Ability to use a computer to maintain accurate records and prepare required reports.
- E. Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants, and the public.
- F. Ability to use basic computer functions include the Microsoft Office Suite of products.
- G. Ability to use hand and power tools.
- H. Ability to use janitorial and building maintenance equipment.
- I. Ability to operate snow removal equipment in all kinds of weather, if necessary.
- J. Ability to shovel sidewalks and stairs.
- K. Ability to operate snow removal equipment for long intervals in all kinds of weather, if necessary.
- L. Ability to obtain certification and licenses necessary to perform essential job functions.
- M. Ability to use good judgment and work independently under limited supervision.
- N. Ability to provide a positive leadership role for the contract and DAA employees.

- O. Ability to provide motivation and guidance to maintain a high degree of teamwork and morale among workers.
- P. Ability to set the standard for personal appearance and image in the functional area by guidance and personal example.
- Q. Ability to work in dusty, dirty, wet, and/or cold environmental conditions.
- R. Ability to work outdoors in all types of weather.
- S. Ability to climb, balance, stoop, and reach.
- T. Ability to lift and carry material and tools weighing up to 50 pounds on a regular basis.
- U. Ability to push and pull material and tools weighing up to 150 pounds on a regular basis.
- V. Ability to occasionally kneel, crawl, and work in confined or high places.
- W. Ability to occasionally lift and carry with assistance up to 100 pounds.
- X. Ability to hear and use various equipment which requires good hearing.
- Y. Ability to have vision/ corrected vision to operate equipment and perform essential job functions.
- Z. Ability to attend work on a regular basis.
- AA. Ability to work non-standard hours or be on-call as necessary including evenings, nights, and weekends.

**RELATIONSHIPS AND CONTACTS:**

**1. ORGANIZATIONAL**

- A. Daily contact with the Airport Facilities Manager.
- B. Frequent contact with the Director of Operations, airport tenants, contract maintenance, and DAA maintenance employees.

**2. SUPERVISORY**

- A. Work under the supervision of the Airport Facilities Manager.
- B. Assist with the supervision of DAA and contract employees assigned to the buildings/parking maintenance and custodial areas.

**EQUAL OPPORTUNITY POLICY:**

It is the responsibility of every employee to perform in a manner consistent with the policy of the Duluth Airport Authority to provide equal employment opportunity to all persons. This policy prohibits discrimination in all aspects of Duluth Airport Authority policies, practices, and operations.

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DAA Airport Maintenance I

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DAA Facilities Manager