



October 15, 2024

**VACANCY POSTING: AIRPORT MAINTENANCE I – AIRSIDE & FLEET**

The Duluth Airport Authority is accepting applications for the position of Airport Maintenance I.

The Duluth Airport Authority (DAA) desires a qualified candidate to serve as an Airport Maintenance I. This position performs and assists with all phases of airfield and equipment maintenance and equipment operations at the Duluth International Airport and Sky Harbor Airport. Requires the ability to work various shifts including evenings, weekends, and holidays. A complete job description is attached.

The Duluth Airport Authority is an Equal Opportunity Employer.

Hourly Rate 2024 – Step A: \$21.27

Hourly Rate 2025 – Step A: \$21.70

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

**Please submit a cover letter and resume to Airport Maintenance I Search Committee at [daa@duluthairport.com](mailto:daa@duluthairport.com). Job will remain posted until filled.**

**POSITION TITLE:** AIRPORT MAINTENANCE I – AIRSIDE & FLEET

**DEPARTMENT:** OPERATIONS

**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 union contract.

**ESSENTIAL DUTIES & RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED):**

**1. OPERATE AND MAINTAIN EQUIPMENT**

- 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.
- Perform routine pre/post-operational and maintenance checks on vehicles and equipment.
- Learn to perform and document monthly operational tests and inspections of the airfield electrical vault emergency generator.
- Learn to operate vehicle radios using aviation terminology and radio procedures for operation on the airfield movement area.
- Demonstrable use of computer and web-based database workorder system, reporting and functions.
- Become proficient 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.
- Become proficient with powered/non-powered tools and machinery used to maintain vehicles.
- Become proficient with seasonal maintenance requirements of vehicles, particularly during the snow removal season.
- Learn routine maintenance requirements and historically problematic systems on snow removal equipment (SRE) vehicles and equipment.
- Perform seasonal and preventative maintenance actions on light and heavy equipment as assigned by the equipment foreman.
- Position the body to effect repairs in confined spaces such as underneath dashboards, under vehicles, etc.
- Learn basic welding skills required for maintaining/repairing equipment.

**2. MAINTAIN RUNWAYS, TAXIWAYS, AIRFIELD ELECTRICAL SYSTEMS, FENCES, GATES, AND OTHER DULUTH AIRPORT AUTHORITY (DAA) OWNED PROPERTIES**

- Conduct airfield snow removal operations to include the DAA Snow and Ice Control Plan, surface priorities and snow removal methods.
- Achieve a level of airfield and regulatory familiarization within six months of hire date to work unsupervised on weekend and/or evening shifts.
- Become proficient with the DAA Wildlife Hazard Management Plan (WHMP) and the safe use of firearms and wildlife hazing equipment.
- Become proficient using the VEOCI database for documenting all aspects of airfield and equipment maintenance.
- Become proficient 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.
- Escort and monitor contractors and other personnel requiring access to the airport operations area.
- Learn to perform and document airfield inspections to include lighting, signage, pavement conditions, fencing and perimeter security checks.
- Learn the operating mechanisms and maintenance requirements for the airfield gates.

- Identify wires and other parts by color and other identifying information and pull airfield lighting cables through underground conduit.
- Assist in repairing and cleaning/sweeping runways, taxiways, and ramps.
- Perform tasks such as grass cutting, weed whacking, tree, and brush removal to meet the standards outlined in the WHMP.
- Learn to perform and document monthly inspections/maintenance of runway 09/27 precision approach path indicator (PAPI) systems.

### **3. FACILITY MAINTENANCE**

- 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.
- On weekend shifts, clean all bathrooms, breakrooms, and offices.
- Remove snow from employee parking areas, fire lanes and doorways.
- Perform and document weekly emergency eyewash/shower and monthly facility and fire extinguisher inspections.

### **4. SAFETY AND ENVIRONMENTAL**

- Comply with safety and environmental requirements listed in the DAA Personnel Policy Manual and the AFSCME Union Contract.
- Comply with safety and OSHA guidelines mandated by foreman and/or the Airside Manager.
- Inform your foreman of unmitigated safety hazards and risks.
- Become familiar with environmental requirements associated with SRE operations.

### **5. MINIMUM JOB REQUIREMENTS**

- Possession of a valid Minnesota Class D driver's license.
- Become familiar with:
  - FAA Part 77 and Part 139 Regulations
  - TSA 49 CFR Part 1542 Airport Security Rules and Regulations

### **6. ABILITY REQUIREMENTS**

- Transport oneself to the Duluth International Airport and travel to related Duluth Airport Authority locations as directed.
- Attend work on a regular basis and on assigned shifts which may include nights, weekends and on call when necessary.
- Establish and maintain effective working relationships with supervisors, subordinates, tenants, and the public.
- Accept personal responsibility for one's decisions.
- Use good judgment and work independently under limited supervision.
- Communicate and follow directions in oral and written form.

**WORKING CONDITIONS & PHYSICAL DEMANDS: *Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms and work on parts not always visible; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds, lift and carry with assistance up to 100 pounds and push, pull and propel up to 350 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.