

Division: \_\_\_\_\_  
 Pay Category: \_\_\_\_\_

## **Job Description**

### **JOB TITLE: MAINTENANCE WORKER I**

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#### **SUMMARY:**

This position involves performing work of a manual nature, which does not require a high degree of manipulative skill or previous experience. Usually work is performed under the immediate direction of an employee of higher classification, but many types of work assigned may be repetitive in nature, and once learned, can be carried out without difficulty under only general supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a) Assist other workers in varied work assignments
- b) Perform unskilled labor
- c) Carries out errands and performs messenger duties
- d) Performs labor such as cleaning areas of debris or litter, cutting grass and weeds, spreading de-icer and shoveling snow
- e) Operate off road equipment (tractors, mowers, etc.)
- f) Perform duties assigned in the operation of the airport and the industrial park
- g) Other duties may be assigned

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess when hired and maintain while employed a valid driver's license and agree to a records check. Must qualify and be insurable, at normal policy rates, under Airport Authority's vehicle liability and workmen's compensation insurance policies. Must speak and read English. Must be at least 18 years of age.

#### **REASONING ABILITY:**

Ability to apply commonsense understanding to carry out simple one or two step instructions.  
 Ability to deal with standardized situations with only occasional or no variables.

#### **OTHER SKILLS and ABILITIES:**

General skills in operation of power and hand tools used in maintenance and repair.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include the following tasks and abilities:

- a) Operate and repair company trucks and equipment
- b) Lift and/or move up to 70lbs. utilizing safe and proper lifting techniques and equipment
- c) Safely climb in and out of trucks, and up and down stairs and ladders
- d) Ability to sit, climb, balance, stoop, kneel, crouch, crawl, stand and walk
- e) Specific vision abilities required such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- f) Work well under pressure meeting project and schedules and budget guidelines and be flexible and available to work required overtime upon request
- g) Endure various work environment characteristics to include climatic temperature extremes such as cold, hot, wet and/ or humid conditions; moving mechanical parts/ equipment; high precarious places; fumes or airborne particles; toxic or caustic chemicals
- h) Operate and repair properly and safely tools of the trade, equipment, and vehicles

Employee must understand the importance of wearing proper personal protective equipment to include:

- a) Ankle high, laced work boots or shoes that cover the entire foot and ankle
- b) Safety glasses at all times except when driving motorized vehicles/ trucks, entering the employee break room (at either location), and entering the office (at either location)
- c) Respirators and gloves when exposed to toxic or hazardous chemicals as per Material Safety Data Sheets and safety training talks
- d) Hearing protection when exposed for noise occurring in intensity that exceeds an average of 85 decibels
- e) Shirts or T-shirts with 4" or more sleeves that meet safety and company professional standards
- f) Long pants, jeans or heavy work coveralls to protect the legs that meet safety and company professional standards

## **CONDITIONS OF EMPLOYMENT**

Employee is required to meet the above significant duties, qualifications, working conditions, physical requirements, personal protective equipment requirements, and relationship requirements. Approval of pre-employment reference check, skill assessment testing, and MVR (motor vehicle report), and other requirements as per Company policy. Approval of post-offer drug/ alcohol and medical evaluations are conditions of employment.

## **METHOD OF MEASUREMENT:**

1. Completion of all responsibilities as listed in a timely, safe, ethical and organized manner
2. Accurate, timely and complete documentation maintained at all times
3. Effective utilization of all available resources
4. Proven ability to repair, as directed, and operate company vehicles, equipment and tools in a safe and professional manner (Periodic MVR inspections)
5. Supervisor, employee, management and customer satisfaction and quality of product
6. Continued professional/personal growth and development
7. Continued proficiency and productivity to meet Company expectations and standards

**WORK ENVIROMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and in varying weather conditions. The noise level in the work environment is usually loud.

**I have read and understand what is expected to perform my job professionally (safely, timely, accurately and ethically). My job responsibilities and performance expectations will be discussed during the orientation period for new employees and during yearly evaluations. I acknowledge by signing below, that this job description should not be taken as an express or implied promise of continuing employment. Additionally, employment at the Lincoln Airport Authority is solely “at will.”**

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Dated

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Employee Signature