

Job Description

Job Title: Facilities Technician	Date: April 23, 2019
Department: Operations	FLSA Status: Non-exempt
Reports to: Facilities Supervisor	

Introduction

This position is subject to the conditions described in the Airport Authority Employee Handbook.

Under the direction of the Airport Facilities Foreman and the Airport Superintendent this individual will perform maintenance on the various buildings and mechanical equipment of the airport and industrial park.

Essential Functions

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.

Essential functions of the job include:

- Diagnoses, adjusts, repairs and services a wide variety of specialized mechanical and electrical equipment including pumps, motors, power units and associated electrical equipment.
- Perform tests to locate defects in operation and as a check before returning equipment back to service. Overhauls & services assemblies and accessories such as hydraulic, compressed air, vacuum, pneumatic and electrical control systems and components.
- Performs duties assigned in the operation of the airport and the industrial park.
- Is required to assist in snow removal.
- Hours for this position are Sunday through Thursday, daytime schedule.

Examples of Work Performed

- Repair of boilers, air handlers, air conditioners, water systems, electrical systems, doors, building structures and all related systems of the airport buildings.
- Create and maintain an orderly system of project records and documentation.
- Use the usual maintenance tools and also use the special types of shop equipment, tools, gauges, meters and machinery required for the maintenance and repair of mechanical and electrical equipment.
- Perform the actual repair, service or maintenance work and any final tests or checks.
- Operate various types of mowing, heavy and construction equipment.

Desired Skills and Abilities

- Knowledge of the basic principles of construction.
- Knowledge and use of, or ability to learn, computer software programs.
- Ability to safely navigate and observe construction sites without disrupting the construction process or creating safety risks.
- Ability to report conditions and describe situations clearly and logically, both orally and in writing.
- Ability to write routine reports and correspondence.

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- Ability to exhibit independent judgment and initiative.
- Ability to read, understand and interpret technical instructions.
- Ability to convey Airport Authority direction/desires to contractors and vendors.

Required Knowledge, Skills and Abilities

- Must be able to speak, write and read the English language.
- Must be able to walk, climb, crouch, stand, stoop and otherwise navigate the environment.
- Must be able to lift and/ or move up to 70 lbs utilizing safe and proper lifting techniques and equipment.
- Must be capable of close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to demonstrate basic computer skills.
- Must possess when hired, and maintain while employed, a valid state commercial Class B driver's license and agree to a DMV records check.
- Must qualify for, and be insurable at normal rates under, Airport Authority's vehicle liability and workmen's compensation insurance policies.
- Must agree to, and successfully complete, a ten (10) year employment verification, security threat assessment (STA) and criminal history records check (CHRC) as required by the Transportation Security Administration.
- Must agree to, and successfully complete, a drug screen in accordance with the Authority's Drug-Free Workplace Program.

Education and Experience Requirements

- High school diploma, general education degree (GED) or extensive experience.

Physical Requirements

The physical demands described here are representative of those that must be met and successfully performed as 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:

- Operate and repair company equipment.
- Lift and/ or move up to 70lbs. utilizing safe and proper lifting techniques and equipment.
- Safely climb in and out of trucks, and up and down stairs and ladders.
- Ability to sit, climb or balance, stoop, kneel, crouch, crawl, stand and walk.
- Specific vision abilities required such as close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work well under pressure meeting project schedules and budget guidelines and be flexible and available to work required overtime upon request.
- 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.
- Operate and repair properly and safely tools of the trade, equipment, and vehicles.

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Safety Requirements

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

- Ankle high, laced work boots or shoes that cover the entire foot and ankle.
- Safety glasses per the LAA Employee Safety Program.
- Appropriate breathing protection when exposed to hazardous chemicals as per Material Safety Data Sheets and safety training.
- Hearing protection when exposed for noise occurring in intensity that exceeds an average of 85 decibels.
- Shirts or T-shirts with 4' or more sleeves that meet safety and company professional standards.
- Long pants, jeans or heavy work coveralls to protect the legs that meet safety and company professional standards.

Condition 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, MVR (motor vehicle report) and other requirements as per Company policy are also included in these conditions, as well as successful completion of post-offer drug/alcohol and medical evaluations.

Performance Indicators

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

Work Environment

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. The employee is frequently exposed to risk of electrical shock. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.



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Summary

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge & skill typically required and the scope of responsibility and should not be considered an all-inclusive listing of work requirements. Individuals shall be expected to perform other duties as assigned including: working in other functional areas to cover absences or provide relief, equalize peak work periods or otherwise to balance the work load.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination and drug screening by a physician designated by the Authority. These examinations will be paid for by the Authority. Satisfactory clearance to perform essential job functions and negative drug test results are a requirement of employment.