**Job Title:** Airport Mechanic  
**Date:** November 2019  
**Department:** Operations  
**FLSA Status:** Non-exempt  
**Reports to:** Director Of Operations  
**Pay Grade:** 105

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**Introduction**

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

This is a skilled mechanical work in the repair and maintenance of various types of equipment used by the Airport Authority. Employee will be responsible for purchasing parts and maintaining records for assigned equipment and will be expected to help on other equipment if needed. The work requires the use of the usual mechanic tools and the use of special types of shop equipment, tools, gauges, and machinery required for the types of equipment used by the Airport Authority. The employee will be expected to be able to competently operate the assigned equipment.

**Essential Functions**

- Diagnose, adjust and service a wide variety of equipment.
- Maintenance will range from changing oil and filters to replacement of parts.
- Perform tests to locate defects in operation and as a check before returning equipment back to service.
- Perform basic welding and machine work incidental to completion of repair.
- Perform duties assigned in the operation of the airport and the industrial park.
- Will be required to assist in snow removal.
- 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 State driver’s license and agree to a records check. Must have, or obtain within six months of hire, a Class A CDL license.
- Must qualify and be insurable, at normal rates, under Airport Authority’s vehicle liability and workmen’s compensation insurance policies.
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- Must agree to at least a ten (10) year employment verification and criminal history check. (Required by Transportation Security Administration)
- Must be at least 18 years of age.
- Must speak and read English.

Education and/or Experience

- Associate’s degree (A.A.) or equivalent of two-year College or technical school and extensive experience; or equivalent combination of education and experience.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Requirements

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:

- Operate and repair company trucks and 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 & safely tools of the trade, equipment and vehicles.
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Employee must understand the importance of wearing proper personal protective equipment to include:

- Ankle high, laced work boots and shoes that cover the entire foot and ankle.
- 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).
- Respirators and gloves when exposed to toxic or hazardous chemicals as per Material Safety Data Sheets and safety training talks.
- Hearing protection when exposed for noise occurring in intensity that exceed and 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 Authority policy. Approval of post-offer drug/alcohol and medical evaluations are conditions of employment.

Performance Indicators

1. Completion of all responsibilities as listed above in a timely, safe and 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 & tools in a safe and professional manner (periodic MVR inspections).
5. Supervisor, employee, management & customer satisfaction and quality of product.
6. Continued professional/personal growth and development.
7. Continued proficiency and productivity to meet Authority 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.
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While performing the duties of this job, the employee regularly works near mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud.

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 and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals shall be expected to perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to 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 by a physician designated by the Authority. A drug screening will also be required as well a security background check. These examinations will be paid for by the Authority. Satisfactory clearance to perform essential job functions and negative drug test results will be required for employment.