



---

**Position:** Airport Maintenance Technician  
**Department:** Airports/Maintenance  
**Immediate Supervisor:** Airports Manager  
**Safety Sensitive:** Yes

---

**Salary Range:** LT 18  
**FLSA Status:** Non-exempt - eligible for overtime  
**Probationary Status:** 1 year  
**Update:**

---

**ESSENTIAL DUTIES:**

- Regular attendance is an essential function of this position.
- Performs preventive maintenance as well as repair of machinery, plumbing, physical structure and electrical wiring and fixtures of airports and other County buildings in accordance with blueprints, manuals and building codes, using hand tools and carpenter, electrician and plumber tools.
- Conducts daily inspection of runways per FAA standards and performs related documentation.
- Issues NOTAMS as required of all airports.
- Conducts crack sealing repairs and patching of ramp ways, runways and taxiways at all airports.
- Must have and maintain telephone and reliable transportation to ensure on-call availability.
- Inspects machinery and mechanical equipment for defects.
- Dismantles machines or equipment to gain access to defective parts and repairs them using hand tools.
- Replaces canvas, leather or rubber drive belts on machines as needed.
- Cleans and lubricates shafts, bearings, gears, pulleys and other parts of machines using rags, brushes and grease guns.
- Measures, cuts and installs pipe and tubing for gas, water and hydraulic lines.
- Repairs and replaces gauges, valves, pressure regulators and other plumbing equipment and opens clogged drains using plunger and plumber tools.
- Installs electrical equipment and repairs and replaces wiring and fixtures.
- Makes and repairs counters, benches, partitions and other physical structures using saws, braces, bits and other carpenter tools.
- Paints walls, floors, woodwork and fixtures using spray guns, rollers and brushes.
- Repairs plaster and lays brick.
- Tends furnace, air conditioner and boiler to provide heat, cool air and hot water.
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Mows lawns, trims shrubbery and cultivates flowers using hand tools and power tools, etc.
- Moves materials, cleans work areas, and assists skilled workers.
- Operates some motorized equipment, i.e., loaders, sweepers, dump trucks, tractor mowers; tolerance of extended hours on mowing equipment over rough terrain required.
- Irregular hours, evenings or weekends, 24-hour on-call availability and overtime may be required.

## **OTHER DUTIES:**

- May perform custodial functions, as more fully described in Custodian job description, as need requires.
- Welds, as needed, within safety guidelines and individual training.
- The functions for which the Airport Maintenance staff is responsible are not limited to those set forth above. Staff will perform such functions, duties or assignments as given by a supervisor, consistent with ability, background and expertise.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

- High School diploma or GED required.
- Training or education in electrical, plumbing, heating, air conditioning, construction, automotive mechanics, welding preferred.

### **Experience:**

- Minimum one year experience in one or more of above areas.

### **Certification, Skills and Licenses:**

- Ability to communicate orally and in writing in English.
- Valid New Mexico driver's license
- Computer literacy required in order to maintain activity logs and order supplies on-line
- Current Class A C.D.L. preferred.
- Contractors, plumbing, or electrical licensing preferred
- ARFF certificate must be obtained within one year of employment.

### **Physical Functions/Requirements:**

The physical demands described here are representative and not necessarily exhaustive of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand and/or walk for up to four hours at one time and eight hours total per day, with intermittent opportunities to sit.
- Ability to sit for up to four hours at one time and eight hours total per day, with intermittent walking and standing.
- Ability to crouch, kneel, crawl or remain in a prone position as needed to perform essential duties.
- Ability to bend and twist/rotate at the waist as needed to perform essential duties. This bending is intermittent and not repetitive.
- Ability to work with arms bent or extended for up to four hours at one time and eight hours total per day.
- Ability to push and pull with arms with up to 20 lbs. of force frequently throughout the day.
- Ability to push and pull with arms with force up to 50 lbs. on a minimal basis when performing heavier labor.
- Ability to twist and rotate arms as needed to perform essential duties.
- Ability to lift 70 lbs. from ground to waist level frequently. Ability to lift items weighing up to an estimated 30 lbs. from ground to eye level or overhead frequently. Ability to lift and carry up to 50 lbs. around building or grounds. Dolly may be used to assist in lifting and transport of heavy items.
- Ability to balance on a ladder.
- Ability to grasp and manipulate objects such as tools, levers, switches, steering wheels and other implements used in performance of essential duties.

- Ability to operate a motor vehicle with automatic transmission frequently and other vehicles with foot controls occasionally.

### **Mental Functions/Requirements:**

- Must be able to understand and follow oral directions and instructions.
- Must be able to read, understand and follow written directions and instructions.
- Must be able to read and understand such items as operations manuals, instructions, safety regulations, warning labels, diagrams, and possibly blueprints.
- Must be able to write reports, requisitions and similar documents on a limited basis using proper format and grammar.
- Must be able to read and understand safety rules and instructions in the use and maintenance of shop tools and equipment.
- Must be able to communicate effectively with airline and FAA staff, public safety personnel, pilots, coworkers and the public.
- Must demonstrate ability to use basic mathematic skills as needed to perform essential duties.
- Must be able to read accurately all gauges on equipment and make correct judgments in operation of equipment.
- Must be able to calculate surfaces, volumes, weights and measures, and must understand kinds of angles and properties of pairs and angles as needed to perform essential duties.
- Must be able to accurately estimate distances while using tools and equipment.
- Must be knowledgeable of relevant traffic laws and regulations.

### **Other:**

- Ability to perform essential duties and adapt to working conditions.
- No history or pattern of reckless driving, DWI or irresponsible driving in last five years.
- No history of felony or misdemeanor convictions involving moral turpitude, violence, illegal drug distribution or dishonesty.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative but not necessarily exhaustive of those an employee encounters while performing the essential functions of this job.

- Performs work both indoors and outdoors.
- Temperature extremes depend upon weather conditions and whether employee is working outside.
- Employee may be exposed to noise while operating power tools, motorized equipment, rescue/firefighting equipment, or in the presence of aircraft. In addition, employee may be exposed to vibration of body while operating above-listed equipment.
- Performs work on carpeted or tiled floor, asphalt and concrete surfaces. This surface may be dry, wet, slippery, or contaminated by chemicals and/or body fluids. At times worker may work on natural ground. In addition, employee may work on stairs, ladders, catwalks or scaffolding and includes or ramps.
- Employee may be exposed to paint, gas and petroleum products fumes. In addition, employee may be exposed to dusts, pollens, grass, weeds, etc. and mists, including pesticides.
- Work is conducted primarily during daytime hours, but employee is subject to call out at any time.
- Performs work alone with and without direction. At times, may work with other people in a select group.
- Employee may be exposed to various chemicals. In addition, employee is exposed to hazards of operating vehicles, equipment and power tools, and to hazards associated with fire, explosion, vehicular and aircraft accidents. Employee may be exposed to infectious diseases and blood borne pathogens while responding to emergency situations; may be subject to injury up to and including death during emergency situations.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Interview.
- Criminal record check.
- General employment background check
- Driving record check.
- Alcohol/drug screen; positive results are disqualifying.
- Physical and back x-ray in compliance with essential duties and physical/mental requirements.
- Job-related skills tests may be given.

**I hereby affirm that I have received a copy of the position specifications list above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisors:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_