

TOLEDO-LUCAS COUNTY PORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE:	AIRPORT MAINTENANCE SPECIALIST GROUP 5
FLSA CATEGORY:	Non-Exempt
DIVISION:	Airport
IMMEDIATE SUPERVISOR (TITLE):	Director of Airport Operations
PAY RATE:	Per Contract (Starting: \$29.42 per hour)

POSITION OBJECTIVES:

1. To assist in maintaining and operating Eugene F. Kranz Toledo Express Airport building systems, facilities, airfield systems, and equipment as directed by the Airport Director of Operations and his/her designee(s)
2. Perform skilled troubleshooting and maintenance work on plumbing, electrical, heating and air conditioning systems, building control systems, access control systems, and security camera systems, and airfield systems

QUALIFICATIONS:

1. Graduate of an employer-approved technical or trade school in building maintenance or at least three (3) years of troubleshooting, service, and repair of building electrical, control, access and security systems, or any combination of training or experience which satisfactorily demonstrates possession of necessary knowledge, skills, and abilities
2. Skilled knowledge of the installation, troubleshooting, repair and daily monitoring of building electrical, mechanical, and automation control systems
3. Professional experience in performing proficient general building maintenance and building automation installation, troubleshooting, and repair work
4. Work experience in the installation and maintenance of biometric hand readers, security cameras, HVAC control, lighting control, and other building related control systems
5. Experience in informational system network, cable, and wiring implementation work.
6. Skilled knowledge of 110-220-277-480V electrical systems, building control systems, access control systems, and security camera systems
7. General working knowledge of HVAC equipment operation
8. Knowledge of safety practices and procedures
9. Knowledge of standard methods, materials, instruments, tools, and equipment utilized in building operations maintenance, building control systems, access control systems, and security camera systems, and system automation

10. Must possess a valid Class A or B Commercial Driver's License
11. Valid Ohio driver license
12. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;
13. Satisfactory results on a five (5) year background investigation. Special Requirements: This position requires satisfactory completion of a FAA / Transportation Security Administration (TSA) 10-year employment history verification prior to being considered for the position, which may include a criminal history records check, and the procurement of a TSA Transportation Worker Identification Credential (TWIC)
14. Be insurable and maintain insurability for the operation of motor vehicles;
15. Residency in Lucas County or in any adjacent county within the State of Ohio, as designated pursuant to Port Authority Board of Director's Resolution No. 59-06 and permitted pursuant to Ohio Revised Code §9.481.
16. Ability to work differing shifts as determined through a seniority bid process.
17. Ability to perform all of the essential functions of the position outlined herein without creating a direct or indirect threat to the safety of oneself or others;

ESSENTIAL FUNCTIONS:

1. Inspect, analyze, troubleshoot, and repair building systems
2. Perform preventive and seasonal maintenance and repair of all building control systems
3. Plan sequence of operations and methods to be followed when installing, repairing, replacing or overhauling systems, equipment, or units. Follow trade practices and manufacturer's specifications
4. Maintain equipment and tools and ensures they are clean and safe for operation; maintains a clean and safe working environment.
5. Prepare and submit work records regarding repairs completed, materials used, time needed to complete repairs, etc.
6. Operate telephone, computers, and other technical building systems.
7. Operate small equipment and power tools. brazing and welding equipment.
8. Operate large construction equipment.
9. Operate motor vehicles.
10. Read, comprehend and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

11. Read and interpret blueprints, drawings, schematics and technical manuals;
12. Perform all of the essential functions of the job outlined without creating a direct threat to the safety of oneself or others.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Perform routine electrical and plumbing repairs;
2. Perform various duties involved in painting and repairing masonry, wood, metal and other interior and exterior structural materials;
3. Operate equipment and perform various maintenance work in other areas of airport operations when warranted.
4. Inspect, repair and perform various maintenance work on paved surfaces used for air and automobile traffic;
5. Perform various field duties relating to mowing, tree removal, fencing, etc.;
6. Perform various duties relative to road and runway snow removal and clearance;
7. Use a variety of tools, equipment and vehicles as necessary in the performance of various assigned duties involving both regular and emergency work situations;
8. Perform related duties as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Have full physical dexterity and agility;
2. Walk, crawl, stand, sit, push, pull, bend, stoop, squat and stretch;
3. Lift up to eighty (80) pounds;
4. Climb ladders, stairs, and beacon light poles;
5. Effectively write, talk, see, and hear, including effective oral communication over the airport radios;
6. Have good eye/hand coordination.

Work environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity and vibration.

Approved by President/CEO

Date

Revised: 11/1/2021