

County of Antrim

Position Description for Airport Field Operator

Title: Airport Field Operator

Department: Antrim County Airport

Reports To: Antrim County Airport Director

Classification: Teamsters State, County and Municipal Workers, Local 214 – General Unit

Position Summary

Under the supervision of the Airport Director, this position will assist in the management of day-to-day duties associated with systems, equipment, operations, safety, and security of the airport. The employee will operate tools, field equipment; perform manual and skilled maintenance, repair, upkeep and construction work related to airport equipment, facilities and grounds; inspect airport facilities and develop work plans and orders; communicate with and serve the public, fuel and tug aircraft, custodial duties; handle cash and credit card transactions and receipts; and perform related work as required.

Essential Duties and Responsibilities

1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Performs a variety of janitorial tasks in the terminal area, cleaning restrooms, sweeping/mopping floors, washing windows, making light repairs and removing debris from the service areas.
3. Performs ground maintenance including mowing grass, landscaping, gardening, removing debris, brush cutting, painting and assuring proper lighting of runways and other areas.
4. Will perform snow removal through the use of a shovel up to and including snowplow truck.
5. Aircraft refueling, will determine and report braking/general runway conditions to flight service.
6. Assure proper tie downs of aircrafts
7. Will work as a team or independently in adjusting/repairing and providing maintenance to service vehicles.
8. Troubleshoots breakdowns to establish cause and needed repair and in turn perform mechanical repair as needed.
9. Field inspections including: movement, non-movement and safety areas for proper surface conditions, lighting, marking and signage and performs repair as needed.
10. Completes and maintains work records to include complaint resolution, maintenance and repair logs, vehicle repair logs, daily inspection logs, Notices to Airmen (NOTAMs), FAA records, fuel reporting, and other related documentation.
11. Operates a variety of tools and equipment used in general mechanical and maintenance work.
12. Maintains and supports a high level of positive and courteous customer service to internal and external peers and partners including locating lodging, catering, car rentals, processing cash and credit card transactions/receipts, etc.

13. Available to work on a daily basis up to seven days per week during busy summer season as needed.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies

1. Thoroughness
2. Technical Capacity
3. Customer/Client Focus
4. Problem Solving/Analysis
5. Communication Proficiency
6. Initiative.

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.

While performing the duties of this job, the employee is regularly required to sit, climb, balance, stoop, kneel, crouch, stretch or crawl. The employee must be able lift and move items over 75 pounds. The employee is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee must be able to regularly talk and hear.

The employee will be expected to, at least on a weekly basis in the summer, to operate equipment for 8 to 10 hours a day, i.e. weed whip, brush hog, etc. Time off is limited during the summer busy season. While performing these tasks, the employee may be required to walk up to 8 miles in a one day period.

Tools and Equipment Used

Push mowers, plow truck, automobile, snow blower, tractor, power tools, weed whip, brush hog, riding mower, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, gardening equipment, airport tug type tractor.

Required Education and Experience

1. High school diploma or equivalent.
2. Prior airport experience preferred.
3. Two years of maintenance experience.
4. A valid Michigan Driver's License is required. A satisfactory driving record is required.
5. Class A UST certification preferred.

Special Requirements

Pass a pre-hire drug screen. Criminal history background check is required.

Qualifications

1. General knowledge of airport functions, operations, ordinances, rules, security principles, policies and procedures, in particular those governing an airport environment and the maintenance and operations activities.
2. Ability to obtain UST Class A certification.
3. Knowledge of aircraft operation and safety practices to be followed while working around aircraft including emergence communication and radio protocol.
4. Knowledge and use of email, Microsoft Office Suite and other business applications.
5. Ability to plan and organize daily activities and exercise sound, independent judgment within areas of responsibility without continuous supervision to ensure an efficient airport operation.
6. Considerable skill in the use of various tools and equipment.
7. Ability to prepare clear, accurate and concise correspondence, records, reports and other documents.
8. Ability to establish and maintain effective working relationships with airport members, community, customers and public encountered in the course of work as well as treat everyone with respect and courtesy.
9. Ability to communicate effectively, both in writing and verbally.
10. Ability to be punctual and arrive to work daily
11. Ability to be flexible and adapt to a variety of tasks and understand priorities and best practices.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic chemicals. The noise level in the work environment is occasionally loud when operating machinery and equipment or fueling planes.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.