

City of Powell

Job Description



Title:	Airport Operator I	Code:	917
Division:	Operations	Effective Date:	12/2012
Department:	Airport	Last Revised:	04/2019

GENERAL PURPOSE

Performs a variety of **entry level skilled duties** related to the construction, installation, maintenance and repair of the City of Powell Airport. Performs a variety of duties related to the facilities and grounds maintenance and provides non-mechanical ground services to pilots and their aircraft.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Director

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Airport Maintenance: Operates specialized heavy equipment such as wheel loader with snow plow, broom and forks, steel wheeled roller and dump truck with plow and broom.

Operates light equipment such as sweepers, power washer, rollers, pick-ups, tractors and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, gravel, dirt, etc.; repair and construction materials, snow and ice control, debris collection, etc.

Installs, maintains and repairs runway and taxiway lighting, signing inspection detail and inventory needs. Performs weed abatement and mows the grounds and the cross-wind runways as necessary. Roll the cross-wind runways as necessary to maintain a smooth cross-wind runway condition.

Performs general maintenance on equipment

Maintains fuel records, servicing and orders fuel as needed for resale to pilots. Maintains proper fuel licensing requirements as required by Wyoming DEQ.

Performs "clear zone" inspections to assure visual clearance for airport functions. Mows, trims and removes other obstructions to assure public safety.

Plows snow as required for safety of aviation operations. Removes tie downs and other equipment on the asphalt surfaces that may be damaged prior to plowing snow. In the event that snow and ice cannot be removed in a timely manner, a Notice to Airmen (NOTAM) will be promptly filed.

Conducts routine maintenance of NAVAIDS, fuel farm apparatus and pavements located at the Powell Municipal Airport. Monitors all security and safety equipment installed and reports any malfunctioning equipment needs for maintenance or replacement of equipment promptly.

Generally monitors Airport conditions for hazards; sets temporary or permanent hazard markers, signs and warnings. Conducts custodial services for the CITY owned Fixed Base Operator hangar and grounds.

Works with pilots on a daily basis with various tasks and needs. Also helps keep hangars occupied and leased as well as ensure hangars are maintained and in good working order.

Construction: Helps to maintain City buildings such as hangars and FBO/SRE Building.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED;
- AND
- B. One (1) year of experience in a field directly related to above duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of standards as established by the local, county, state and FAA rules and regulations adopted by the City of Powell with respect to the use of the AIRPORT, terminal building and related facilities and grounds. Safety standards related to construction; hazards common to heavy equipment operation; equipment maintenance and repair.

Skill in the operation of mechanized equipment as required by the position.

Ability to operate equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, pilots, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must obtain within 6 months of hire and possess fuel licensing requirements of Wyoming DEQ. Must obtain within 6 months of hire and possess a Commercial Drivers License "B" (CDL/B) with Air Brake Endorsements.

4. Work Environment:

Incumbent of the position normally works in outside environments, subject to changing weather conditions and extremes. Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, crawling and lifting (up to 25-100 pounds). Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity required. Employees may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; and explosives. The noise level in the work environment is usually moderate. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)