



Maintenance Specialist I

The Grand Forks Regional Airport Authority is seeking qualified candidates for the position of Maintenance Specialist: Duties in this position:

- Operates motorized heavy equipment and vehicles for mowing and snow removal operations.
- Maintains airport buildings and grounds;
- performs maintenance and repair of heating, ventilating, air conditioning, plumbing and electrical systems;
- Provides updates to supervisors as needed.
- Maintains and repairs airfield lighting systems and landing aids; maintains and repairs airfield runways, taxiways and aprons including painting, mowing, minor pavement repairs, crack sealing, weed control and drainage.
- Maintains airport streets and parking lots, including painting lines, repairing signs, lighting, pavement repairs and crack sealing.

Basic requirements are a high school diploma or GED, a valid driver's license with good driving record, ability to obtain a CDL and as demonstrated evidence of experience in the above areas.

Employment with the Airport Authority is contingent upon an education/experience background investigation, a drug-screen, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security identification badge as mandated by the Transportation Security Administration.

The successful candidate must work non-traditional hours including nights, weekends and overtime. Starting annual wage range between \$39,977 - \$41,521 DOQ and experience, plus benefits and overtime. The Airport Authority provides a competitive benefits package.

Submit cover letter and resume to Director of Operations and Maintenance, 2301 Airport Drive, Grand Forks, ND 58203; jcastiglione@gfkairport.com. Position open until filled.

TITLE:	Airport Maintenance Specialist I	JOB CODE:	3005
PREPARED:	10/03	FLSA:	Non-Exempt
UPDATED:	08/12, 5/15, 2/6, 1/26/2021,02/21/2022	REVISION #:	

Summary: Under general supervision, performs various maintenance and repair work on airport and building structures, operating systems and grounds.

Distinguishing Characteristics: This designation is distinguished from the Airport Maintenance Specialist, II classification by a lesser degree of applied technical expertise and knowledge in maintenance practices and techniques and less complex work projects.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs maintenance and repair of heating, ventilation, air conditioning, electrical and plumbing systems.
- Maintains airport buildings and grounds; performs maintenance and repair of heating, ventilating, air conditioning, plumbing and electrical systems; provides updates to supervisors as needed.
- Maintains and repairs airfield lighting systems and landing aids; maintains and repairs airfield runways, taxiways and aprons including painting, mowing, minor pavement repairs, crack sealing weed control and drainage.
- Maintains airport maintenance documentation, including airport logs, FAA documentation, maintenance manuals and safety materials.
- Implementation of the Wildlife Hazard Management Plan.
- Performs snow and ice control by operating motorized heavy equipment and vehicles.
- Serves as the first call for runway maintenance operations; responds to questions from the federal inspector regarding runway maintenance.
- Maintains airport streets and parking lots, including painting lines, repairing signs, lighting, pavement repairs and crack sealing.
- Provides technical support to the general maintenance worker staff by performing electrical and plumbing repairs as required.
- Ability to respond to the airport, during inclement weather and/or emergency situations, potentially during off duty hours.
- Ability to independently comprehend and communicate accurately via two-way radio with FAA Air Traffic Control Tower and follow specific directions to safely operate and drive on airfield movement areas (runways/taxiways).
- Assist Authority Mechanic with minor vehicle maintenance.
- Performs other related duties as assigned.
- Regular, In-Person attendance is required.

PREFERRED MINIMUM QUALIFICATIONS

Knowledge and Skills:

JOB DESCRIPTION

Airport Maintenance Specialist

- Knowledge of the principles and practices of the maintenance and repair of heating, ventilating, air conditioning, plumbing and electrical systems.
- Knowledge of the principles and practices of pavement management and repair and snow and ice control.
- Knowledge of the maintenance and repair of airfield electrical, lighting and landing aid systems.
- Skill in troubleshooting and diagnosing electrical and mechanical problems.
- Skill in reading blueprints and schematics.
- Skill in operating heavy equipment during time-critical, hazardous situations.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- One year of experience in airport maintenance operations and heavy equipment operations.
- Possession of a valid state driver's license and ability to obtain a Commercial Drivers License (CDL), Class B with passenger endorsement with first 6 months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals and dangerous equipment.
- Subject to standing, walking, sitting, bending, ascending and descending ladders, reaching, kneeling and lifting objects over 50 pounds.
- The ability to respond to the airport, within a reasonable time period, during inclement weather and/or emergency situation.

Equipment and Tools Utilized:

- Special Equipment includes automotive and heavy motorized equipment and vehicles; hand and power tools; jackhammer; air compressor; computerized and conventional office equipment.

I have read and understand the requirements of the Airport Maintenance Specialist I position.

(Employee Signature)

(Date)

I understand that animal strikes at airports are a major concern for safety of the aircraft using the airport. I am willing to participate in the lethal depredation of wildlife hazards as part of this position.

JOB DESCRIPTION

Airport Maintenance Specialist

(Employee Signature)

(Date)