

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Airfield Maintenance Worker</u>
Sch & Grade	<u>CTL-6</u>
Class Code	<u>HA61</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

To perform general maintenance work that is non-custodial in nature around and on the Springfield/Branson Regional Airport's airfield, runways, grounds and equipment.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs a variety of tasks in the operation, repair, and maintenance of airport buildings, grounds, runways, facilities and equipment.
2. Mows, trims, cuts weeds or brush, and sprays herbicide applications on grounds as required.
3. Picks up trash, rocks, leaves, limbs, and debris, and loads into trucks for removal.
4. Operates equipment used in maintenance of the airport including tractor with mowing machine or front loader, backhoe, dump truck, snow plow, sweeper, chemical and sand spreader.
5. Performs preventive maintenance on airport equipment and grounds.
6. Conducts maintenance inspections and reports deficiencies.
7. Operates two-way radio in coordinating activities with the airport control tower.
8. Utilizes necessary equipment including hand and power tools to complete airfield and grounds maintenance work.
9. Loads, unloads, and maneuvers a variety of materials and equipment such as saws, drills, herbicides, etc.
10. Drives vehicles and equipment with both standard and automatic transmissions to a variety of work sites.
11. Reads and applies instructions and labels for product and equipment operation.
12. Utilizes appropriate safety equipment and procedures.
13. Maintains simple records, logs, etc. as required.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in construction, maintenance and repair of streets, grounds, or other related projects.

Abilities

Perform general maintenance work on airfield, grounds and buildings; operate, in a manner consistent with safety principles, such equipment as tractor, front loader, backhoe, dump truck, snow plow, sweeper, chemical and sand spreader; perform preventive maintenance on equipment; follow oral and written instructions; perform preventive maintenance on equipment; maintain accurate records and logs; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; presents an overall professional image for the position; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Two years of experience in the construction, maintenance, or repair of buildings and grounds. Experience must include operating light to medium construction equipment and vehicles.

Physical Requirements

Performs bending, squatting, kneeling, twisting, and reaching to both ground level and overhead; lifts and carries up to 75 pounds; pushes and pulls up to 100 pounds; holds and grips objects; subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical, electrical, and chemical hazards associated with equipment and maintenance duties; subject to constant and extreme noise, poor lighting, and fumes.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must obtain and maintain a Class "B" Commercial Driver's License with airbrakes and a Certified Public Operator Pesticide License Category 3 within the probationary period.

Miscellaneous Requirements

Must pass pre-employment drug testing and submit to periodic testing required by applicable laws. Must pass a 10-year criminal history background check as required by the Transportation Security Administration; subject to a work schedule with varying days off; subject to emergency call-in.

Last Revision:	January 2012	GENERAL ORDINANCE NO. 4378
Comments:	Updated Abilities	Date: September 20, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.
Signed: _____ **Date:** _____