

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 04/18/11

AIRPORT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a working supervisory position involving responsibility for satisfactory accomplishment of maintenance and repair of airport buildings, airfield facilities and adjacent land. An employee in this position has responsible charge of an eight-hour shift of Airport Maintenance Workers, involved in maintenance and repair activities, snow removal operations, and manning the fire and rescue vehicles in case of an emergency. An employee in this class should have acquired proficiency in operation of specialized automotive equipment utilized in the operation of the airport. In the absence of specific instructions, an employee at this level is expected to exercise independent judgment and initiative in the performance of routine and emergency work in accordance with the stated standard operating procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Has charge of the maintenance garage fire and rescue building during shift, and is responsible for its security and the equipment therein;
Is responsible for tools and equipment assigned to, or used by, shift;
Directs and participates in snow removal operations in winter and care of the grounds, pavements, etc., in summer;
Directs operation of the airport lighting system, water and sewer system, and emergency power supply;
Directs and participates in fire and crash rescue operations;
Operates and maintains the Airport public water distribution system, as required;
Takes water samples for bacteriological and chemical analysis and delivers to appropriate laboratory, as required;
Is responsible for the training and instruction of shift personnel in the operation of all vehicular equipment and their radios;
Is responsible for seeing that automotive equipment is properly fueled and oiled, and that batteries, tires and radiators are checked;
Makes written report of defects and failures so that repairs can be made.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of practices, tools and materials used in the maintenance and repair of buildings and mechanical equipment; good knowledge of airport maintenance practices and field operations; good knowledge of and demonstrated skill in the operation of trucks and other specialized automotive equipment, including fire and rescue vehicles; ability to prepare and make simple reports; supervisory ability; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) One (1) year of experience in airport maintenance activities which shall have involved the operation of heavy weight motor equipment,* including crash rescue equipment; **OR**
- (B) Two (2) years of experience in airport maintenance activities which shall have involved the operation of medium weight motor equipment, including crash rescue equipment.

***Heavy weight motor equipment** refers to graders, bulldozers, rollers, shovels, cranes tractors, snow loaders, etc.

NOTE: Verifiable part-time experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Possession of a valid Commercial Driver's License, Class B with Air Brake Endorsement at time of appointment. This license must be maintained throughout appointment.

Title change from "Airport Maintenance Foreman": 12/05/00

Adopted: 06/27/86

Revised: 03/31/94, 09/06/95, 12/05/00, 04/18/11