

COUNTY OF SOLANO
CLASS SPECIFICATION
AIRPORT MAINTENANCE WORKER

Effective Date: 04/14/2021

CLASS SUMMARY:

Under direction, performs maintenance and repair work in the care of airport facilities, grounds and equipment, performs airfield inspections, fuels aircraft, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Airport Manager** class which plans, supervises, organizes, directs and manages the daily operations and economic development of the Nut Tree Airport property, facilities, and services.
- **Building Trades Mechanic** class which performs a variety of building construction maintenance and repair tasks requiring journey level skill in the building trades. Employees in this class perform journey level work in the construction, repair and maintenance of County buildings and building support equipment. If required, provides technical expertise in support of building maintenance and repairs. Assignments cover the full spectrum of the building trades (e.g., carpentry, plumbing, electrical, masonry, painting, and locksmithing) from rough to finish work.
- **Building Maintenance Assistant** class under supervision, assists in performing routine maintenance and minor construction tasks on buildings and building support equipment. Employees in this class assist Building Trades Mechanics in construction, repair, and maintenance of County buildings and building support equipment and, assist Stationary Engineers with heating, cooling, ventilating and refrigeration systems, or may assist other related classes.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by Airport Manager
- No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Patrols airport in a vehicle or on foot in all kinds of weather to inventory parked aircraft, inspect and maintain airport facilities and equipment to insure safe and efficient airport operations involving airfield pavements, markings, lighting (check/replace/calibrate as needed), signs, obstructions, wildlife, and aircraft parking accommodations.

- Performs minor tune-ups and other routine preventative maintenance of equipment and facilities; operates a variety of small hand and power tools and grounds maintenance equipment such as sprayers, fertilizers, sweepers, mowers, tractors, bushhog, front end loader, pickup and dump trucks.
- Maintains airport grounds and landscaped areas; mows airport lawns and fields using push rider mower or tractor; may mix and apply a variety of chemicals for weed, insect and rodent control; plants, waters and prunes trees and shrubs; installs and maintains irrigation systems; sweeps runways and taxiways of dirt, rocks, and debris as needed.
- Performs routine building maintenance work such as minor plumbing, electrical and mechanical work and general custodial duties in the care of airport facilities; paints signs, taxiways and other facilities; repairs and installs fencing; adjust and lubricate hangar doors; collects garbage and litter using bags and a vehicle.
- Fuels various types of aircraft including helicopters, piston and turbine aircraft; operates mobile fueling trucks within the airport property to fuel aircraft involved in both general aviation and commercial use; performs daily inspections, testing, and documentation of fuel quality and equipment to ensure the safety of fueling operations and reorders fuel as directed.
- Patrols airport to ensure compliance with federal aviation regulations, airport ordinances, uniform fire codes, airport policies and other related operational/safety/security requirements to include observing and reporting any improper, illegal or hazardous activities or conditions to proper authorities.
- Provides escort services to patrons, tenants, vendors, contractors, consultants and others on airfield.
- Assists in maintaining equipment, materials and supply inventory; picks up and restocks supplies; maintains written daily activity log; prepares written incident reports when necessary.
- Assists with airport storm water program by monitoring, sampling, updating manuals, and filing reports as directed.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent; **AND**
- **Experience:** Any combination of experience, education and training which demonstrates possession of and competency in requisite knowledge, skills and abilities.

Typical qualifying experience may include one year of experience in building and grounds maintenance, including experience related to airport operations.

Preferably, airport experience will consist of fueling aircraft; reading meters and gauges; calculating costs; keeping accurate records; maintaining building and grounds.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.
- Possession of or ability to obtain a valid Chemical Applicator Certificate.

Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Safe and proper operations and maintenance of tools and equipment used at the airport.
- Landscape requirements; working knowledge of planting techniques and care of plants, flowers and shrubs; effective irrigation systems.
- Available resources to procure technical assistance in maintenance emergencies or from which materials or labor may be obtained.
- General aviation, aircraft and airport operations; Airport Operations Manual, deferral aviation regulations, airport ordinances, uniform fire codes, airport policy and other related operational/safety/security regulations.
- Equipment and tools used to maintain airport facilities.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Basic mathematics to perform routine mathematical calculations.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Drive a truck with either an automatic or standard transmission, including trucks and landscape equipment.
- Recognize requirements for equipment and facilities, buildings and hangars.
- Operate and maintain a variety of tools and equipment properly and safely.
- Properly care for landscaped areas, roadways, runways, drainage systems.
- Perform light construction and custodial work, when necessary.
- Properly and safely operate irrigation systems, mowing equipment, hand and power tools used in gardening and light construction.
- Make minor repairs and calibrate airport lighting.
- Learn fueling requirements for aircraft.
- Follow verbal and written directions.
- Communicate effectively both verbally and in writing.
- Maintain accurate records and document actions taken.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.

- Demonstrate tact and diplomacy.
- Make routine arithmetical calculations and analysis.
- Follow safe working procedures.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Use modern office equipment to include: computers, smartphones and building related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, crawling, reaching, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders (extension and A-frame) and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking approximately seven hours per day on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Employees are also required to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- **Hearing/Talking:** This class requires employees to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- **Other:** This class typically requires employees to have sufficient sense of smell, vision, touch and hearing to observe equipment functions for normal and abnormal occurrences.

WORKING CONDITIONS:

- **Outdoor Work:** Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather; employees may be subject to injuries when working with hand and power tools and equipment.
- **Work in an Industrial Area:** Employees in this class will often be working in an industrial area and thus will be subject to exposure to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations; employees may be subject to injuries when working with hand and power tools and equipment.
- **Traffic Hazards:** Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Working at Heights:** Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Drug and Alcohol Testing: Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 1987; abolished July 2018; reinstated April 2021
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 04/27/21
- Date(s) Revised: 11/09/06, 04/14/21
- Date(s) Retitled and Previous Titles of the Class: N/A
- Class Code: 973070