

AIRPORTS OPERATIONS LEADWORKER

DEFINITION

Under general supervision, provides lead direction and participates in the maintenance, repair and construction work on airport grounds runway/taxiway complexes, aircraft parking aprons, aeronautical visual aids and associated facilities for the Airports Department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Airside Superintendent. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Airports Operations Leadworker is the advanced working/lead class in the Airport Airside Maintenance series. Incumbents lead and participate in semi-skilled and skilled maintenance, repair, and construction activities involving airfields and airport facilities. This class is distinguished from Airports Operations Specialist in that incumbents of the latter perform routine airside maintenance and airfield construction duties and are not generally assigned lead responsibilities. This class is distinguished from Airports Airside Superintendent in that the latter is the first-line supervisory level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Constructs, installs, repairs, modifies, and removes fences, gates, barricades, signs, and similar structures and equipment.

Operates and services a variety of hand and power tools, equipment, automotive equipment, and facility maintenance and repair equipment (i.e. tractors and accessories, chemical sprayers, dump trucks, pavement line stripers, airless sprayers, pavement sweepers and scrubbing machines, fork lifts, crack filling machines, portable compressors, generators auto clave for disposal of international garbage, and graders for non-finish grades).

Conducts baggage screening operations.

Performs maintenance and repair work on components and accessories of the airfield electrical circuits, including the airports lighting systems.

Inspects airport grounds and facilities.

Performs various semi-skilled to skilled maintenance tasks on heating and air conditioning equipment, and plumbing, electrical, carpentry, painting, and general maintenance work.

Repairs and maintains runways, taxiways, parking apron areas, roadways, landscaped and non-landscaped grounds, storm drains, parking lot equipment, and irrigation systems and their components.

Maintains records of, and submits reports on, maintenance activities.

Schedules, assigns, and inspects the work of assigned subordinates; may coordinate the activities of other maintenance agencies working at the airport.

Leads a crew of employees.

Trains subordinate staff in proper work methods and equipment operation.

Assists in the performance evaluations of subordinate employees and recommends corrective actions.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, tools, equipment, and materials used in the maintenance and repair of; buildings, systems, and paved and unpaved surfaces.

State and federal airport safety, maintenance, and operations regulations.

Federal Aviation Administration (FAA) and State of California Aeronautics Program

Ability to:

Effectively lead and train subordinates.

React quickly and calmly in emergency situations.

Follow and give oral and written instructions.

Deal with the general public in a courteous and cooperative manner.

Safely perform duties in the vicinity of aircraft, including the operation of radios in accordance with FAA established air traffic control communication procedures.

Establish and maintain effective working relationships with staff, tenants, customers, and the general public.

Prepare and maintain records, logs and related documentation.

Skill in:

The use of hand and power tools.

The building trades.

MINIMUM QUALIFICATIONS

High school diploma or GED, **AND** one (1) year of experience equivalent to that gained as an Airports Operations Specialist with the City of Fresno.

Special Requirement(s):

Eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license at time of appointment. A valid Class B California Driver License may be required within six (6) months of appointment and must be maintained for the entire term of employment in this class.

APPROVED: *Signature on File* DATE: 09/16/16
Director of Personnel Services

MR/DRF/co/04/24/90
+211 /SPEC3
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