Job Description

Job Title:	Airport Operations Worker	Classification:	Classified
Department:	Public Works	Grade:	120
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; maintains and secures the equipment, facilities, and grounds at the Airport. Performs aircraft rescue and firefighting on the airfield and off-airfield property as required for a FAR Part 139, Class I, Commercial Service Regional Airport.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs emergency firefighting and rescue operations as an Airport Rescue Firefighter. Trains and inspects trucks and equipment needed for emergency firefighting and rescue operations for the Airport in compliance with FAA regulations.
2. Performs general custodial tasks including cleaning, vacuuming and scrubbing floors, washing windows, cleaning equipment, dusting and polishing furniture, and sanitizing restroom facilities. May direct the work of custodial staff in limited situations.
3. Performs a variety of grounds maintenance tasks including mowing and edging lawns, trimming trees and shrubs, snow plowing and removal, applying fertilizer, and planting flowers.
4. Performs building maintenance and repair tasks including inspection and maintenance of heating and cooling systems, maintaining floors, plumbing, painting, basic carpentry.
5. Inspects airfield grounds; reports and repairs airfield lighting, fencing, pavement, markings, signage, wildlife management hazards, as required by Part 139.
6. Maintains inventory of equipment, tools, supplies, and materials at the assigned facility.
7. Inspects and ensures security of facilities, airfield and off-airfield property, in compliance with Federal, State, and local regulations. Verifies facilities are properly secured and facilities not open to the public are locked at all times.
8. Conducts tours of the facility; answers questions about the facility, programs, activities, and services as assigned. Escorts airfield visitors and vendors, as required.
9. Completes the Part 139 and the Department of Natural Resources Wildlife Management training and certification annually, as required.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Assists with training of co-workers, when required.

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Federal and State laws, regulations, and guidelines regarding airport firefighting; procedures and techniques for operating specialized airport firefighting equipment; Federal Aviation Administration (FAA) Part 139 airport regulations; US Digital Notice to Airmen (NOTAM) System and Department of Homeland Security and Security Identification Display Area (SIDA) procedures; equipment and supplies used for cleaning; general building maintenance methods and practices including floor maintenance, plumbing, and light carpentry; general groundskeeping methods and practices including use and maintenance of brush hogs, tractors, finish mowers, bucket trucks, backhoes, loaders, and scissor lifts; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other staff and the public; operating and maintaining specialized airport firefighting equipment; airfield safety inspection procedures; understanding complex laws, regulations, and guidelines; building maintenance and groundskeeping principles and practices; following oral and written instructions; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year of full-time experience performing building and grounds maintenance work.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification in Basic First Aid and CPR required annually. Federal Airport Regulation (FAR) Part 139, Aircraft Rescue and Firefighter, and Department of Agriculture Wildlife training must be successfully completed within six months of appointment and maintained throughout employment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Position requires additional criminal history records check by the Transportation Security Administration which includes fingerprinting.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	