



**TRI-CITIES AIRPORT AUTHORITY
JOB DESCRIPTION**

POSITION: MAINTENANCE I

Classification: Non- Exempt	Department: Maintenance
Reports to: Maintenance Supervisor	Effective Date:

JOB SUMMARY

Responsible for maintaining appearance, order, safety, and operational efficiency of buildings, grounds, airfield, and all TCAA property.

ORGANIZATIONAL RELATIONSHIP

Reports to: Maintenance Department Supervisor

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Maintain and repair the interior and exterior of buildings. Maintain cleanliness and order of buildings, sidewalks, streets, parking areas, lawns, fields, and other airport property. Properly remove and dispose of trash and other debris.
- Use mowers, tractors, weed trimmers, chain saws, hand tools, power tools and other equipment to maintain airport property.
- Responsible for mowing grass, weed removal, maintaining planting beds, tree clearing, brush removal, and erosion control. Apply fertilizers and herbicides to maintain appearance and function of grounds.
- Repair fences and gates to maintain airport safety and security.
- Assist in maintaining, repairing, and installing plumbing, electrical, carpentry, mechanical, HVAC and related building systems.
- Maintain pavement, markings, and signage for all facilities.
- Perform snow and ice removal on runways, taxiways, roadways, sidewalks and other areas during winter weather conditions. Use trucks, tractors, plows, shovels, brooms, and chemicals to maintain operation of facilities.
- Prevent, correct or report dangerous, damaged, or faulty facilities and equipment to maintain a safe environment for the public, tenants, and TCAC staff. Mark hazardous conditions with appropriate signage when necessary.
- Plant, water, prune, fertilize, and maintain exterior landscaping
- Clean, maintain, and repair departmental equipment and facilities.
- Wash windows, paint walls, paint ceilings, change light bulbs and fixtures, hang signs, and perform various duties using ladders and lifts.
- Lift and carry various equipment, furniture, fixtures, and supplies
- Assist other departments as directed by supervisor.
- Perform other duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Use verbal and written instructions to perform duties.
- Demonstrate good judgment and courtesy when dealing with the public, tenants, and TCAC employees. Assist traveling public through providing directions to various airport



TRI-CITIES AIRPORT AUTHORITY JOB DESCRIPTION

facilities in a courteous and professional manner.

- Subject to being called-in during non-scheduled hours to respond to any situation related to the responsibilities of the position, or any situation determined necessary by supervisor. Work schedules may include weekends and nights when assigned, and occasional overtime.
- Responsible for proper use and security of issued keys and ID badges that permit entry into secured areas of the airport. Shall be fully responsible for all issued uniforms, materials, and equipment.
- Wear proper eye protection, hearing protection, gloves, safety vest, and personal protective equipment when required by specific duties. Obtain guidance from supervisor prior to performing any duty that may be unsafe or dangerous.
- Maintain professional appearance and wear appropriate uniforms as directed by supervisor.
- Conduct proper two-way radio communication procedures in a professional manner with all personnel on TCAC and FAA radio frequencies.
- Shall be prohibited from being under the influence of alcohol or drugs while on duty.

EDUCATION AND EXPERIENCE

- Must be able to read and write effectively.
- Must be able to effectively verbally communicate
- Ability to follow verbal and written directions.
- Ability to climb ladders and use lifts to perform duties at heights up to 60 ft.
- Ability to lift to 100 lbs. without assistance.
- Possess valid driver license
- Previous facilities maintenance or related experience desirable.
- High school diploma or equivalent required

WORKING CONDITIONS/ENVIRONMENT

- Job is performed inside and outside in a variety of climates. Occasional direct contact with adverse weather conditions.
- May be exposed to high voltage components and risk of electrical shock hazards.
- Requires constant movement from one work location to another over uneven or inconsistent surfaces.
- Frequent standing tolerance with bending, twisting, stooping, crawling, and climbing with occasional overhead reach required.
- Requires operation of equipment in a sitting position for long periods.
- Occasional working from high places.
- Job requires the ability to effectively communicate over a two-way radio.

WORK SCHEDULE

- This regular full-time position requires forty hours per week with a flexible/rotating schedule. Position is subject to callback in the event of an emergency or irregular operations.