



Job Position: Airfield Maintenance Technician

Hours: Part-time (25-30 hour/wk)

Job Description:

- Performs airfield functions and activities as directed by Airport Manager/ Airfield Supervisor
- Coordinates with pilots, tenants and airport corporations to provide for safe operations of aircraft on the field.
- Coordinating ramp operations and aircraft movement when needed
- Fueling, towing aircraft, operating ground support equipment
- Mowing, weed eating, hangar maintenance & other related tasks
- Coordinates with pilots to meet pilot requirements for fueling, transportation, accommodations and transient aircraft parking and securing.
- Ensures AWOS flight data is available for flight planning.
- Generates various types of reports to include daily progress reports and possible airfield incident reports.
- Daily airfield checks on all restrooms & facilities
- Complete task reports for Airfield Supervisor

ESSENTIAL JOB FUNCTIONS (Not limited to duties as described- performs related duties as requested)

- Performs airfield inspections to include runways, taxiways, aprons, pavements, signs, lighting, airfield clearance areas, wildlife activity, FOD and fuel systems.
- Inspects, maintains and documents vehicle and equipment maintenance.
- Inspects, maintains and documents inspections and maintenance on airport fuel farm and refueling trucks.
- Completes fuel inspection documents.
- Maintains landscaping to include entrance, hangar area and areas adjacent to runways and taxiways.
- Responds to tenant requests for operational maintenance on airfield & non-airfield facilities.
- Ability to communicate airfield conditions to pilots via Unicom and in person.
- Processes **Notices to Airmen** (NOTAM) and enters information on NOTAM log.
- Enforces policies, instruction and directives pertaining to airfield operations.

REQUIRED/ PREFERRED SKILLS

- Prefer previous working knowledge of US civilian airfield regulations.
- Prefer considerable knowledge of aircraft traffic patterns, radio procedures, and FAA operational requirements, as well as Airport operating protocols and systems.
- Prefer previous experience in aircraft ground handling and refueling.
- Require strong mechanical & electrical skills to include lawn equipment repair and maintenance, airfield lighting systems, commercial building systems and automotive maintenance repair.

- Require the ability to safely operate airfield maintenance equipment to include, tractors, fueling tanker trucks, electrical bucket trucks, zero-turn mowers, tree trimming equipment (chainsaws & pole saws) and pressure-washers, etc..
- Ability to speak clearly and distinctly in person and over air-to-ground radios.
- Ability to communicate effectively both orally and in written products (Microsoft Word & Excel).
- Ability to establish and maintain effective working relationships with Airport users, Airport Authority, City departments, other government agencies and the general public.

LICENSES, CERTIFICATIONS & REGISTRATIONS

- Valid U.S. Driver's License & ability to operate a vehicle with manual transmission.
- Must be a U.S. Citizen
- Must have a high-school diploma
- Annual fuel safety training (airport provided)

PHYSICAL DEMANDS & WORKING ENVIRONMENT

- Flexibility, able to move, bend and stoop.
- Ability to climb stairways, ladders, and on structural equipment and aircraft.
- Must be capable of walking, standing easily for extended periods.
- Ability to use hand tools
- Repetitive action
- Ability to lift/move up to 60lbs
- Capable of working extended hours under stress.
- Specific vision abilities required by the job include close vision and the ability to adjust focus.

****The Keystone Heights Airport is an Equal Opportunity Employer. Drug free/smoke free work place****