



Pease Development Authority Job Description

Job Title: Airport Maintenance Worker-Grounds
Department: Maintenance
Reports to: Maintenance Manager
Revision Date: October, 2011
Status: **Non-Exempt (hourly)**
Employee Type: Regular Full Time

Job Summary

The Airport Maintenance Worker-Grounds, is responsible for maintaining the airport grounds (landside) in compliance with appropriate FAA regulations.

Essential Duties and Responsibilities

- Keep specified areas of airfield and landside grounds free from litter and debris; document work completed and materials used.
- Mow grass and maintain landscape and grounds.
- Assure vehicle readiness for the PDA staff; perform preventative maintenance, and maintenance and repair on small engines.
- Assist in the removal of snow and ice to include salting and sanding with light snow equipment.

Additional Duties

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- Provide grounds expertise for the use in the creation of short and long-term business planning.
- May participate in the Airport Emergency Plan in response to emergency situations on the airport.
- Assist in completion of other maintenance duties and projects.
- Provide support to the safety committee, ensure job duties are carried out safely and follow the rules outlined in the safety management program.
- Perform other duties as assigned

Essential Behavior Requirements

These behaviors are based on PDA cultures and values critical to support the mission of the organization.

Service Quality: Exceed the customer's (both internal and external) needs in every interaction.

Teamwork: Ability to demonstrate cooperative spirit and capacity to work well as a team member.

Problem Solving: Recognize and define problems; analyze relevant information; encourage alternative solutions and plans to resolve situations; seek additional assistance when needed.

Communication: Actively listen to customers (includes coworkers, public, BOD, etc.) empathizes (sees the situation from the customer's perspective) and work together to solve the problem through affective communication.

Supervisory Responsibilities

Does this job have supervisory responsibilities? No

Minimum Qualifications

Education and/or Experience

High School Diploma or equivalent and one year of experience in performing grounds maintenance or equivalent combination of education and experience.

Knowledge/Skills/Abilities

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Must possess ability to obtain required security certifications and badges.
- Must have ability to be on call when required.
- Must have ability to work independently with little or no supervision.
- Must be very safety conscious, wear PPE when required and use all mandated safety precautions.
- Strong communication skills sufficient to interact with all levels of personnel.
- Must have strong mechanical aptitude and have the ability to operate power and hand tools.

Certificates, Licenses, Registrations

- Must hold valid driver's license from the current state of residence and must possess or have the ability to obtain a Commercial Driver's License within 10 days of employment start date.

Physical Demands

How much on-the-job time is spent in following physical activities? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Stand	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Use Hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Talk or hear	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below representing % of time spent.

Condition	None	Less than 33%	33% - 66%	Over 66%
Up to 10 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Wet or humid conditions (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Work in high or precarious places	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Extreme cold (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noises (examples: business office with computers and printers, light traffic)
- X Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Questionnaire prepared by:

Name: Al Weston Date: October, 2011

Title: Maintenance Manager

Basis for knowledge of job:

- Hold job now
- X Supervise job
- Other, explain: _____