



Wilkes-Barre/Scranton International Airport

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT

POSITION DESCRIPTION

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POSITION

MAINTENANCE

JULY 2011

DISTINGUISHING FEATURES OF THE POSITION:

This is semi-skilled work involving responsibility for efficient and workmanlike performance of a variety of maintenance and repair tasks at the Airport. An employee in this position receives general instructions regarding what tasks are to be performed and is expected to perform those tasks without detailed or constant supervision. Employees in this position perform the necessary steps to fill out all required forms and reports.

DUTIES AND RESPONSIBILITIES:

- Performs plumbing, heating, painting, electrical, masonry, carpentry, and machinery work; maintains lighting system, repairs walkways, roads, runways, taxiways, drainage systems.
- Plows, sweeps, cleans, and removes snow and ice and other obstructions from all Airport areas including walkways, runways, taxiways, parking lots, internal roads, and grounds.
- Mows grass and seeds lawn; plants and cares for shrubbery.
- Operates and performs operator maintenance on automotive equipment, including but not limited to snow plows, mowing machines, trucks, and heavy equipment.
- Performs all testing which is required by Airport Management.
- Makes repairs to building, building equipment, and furniture; performs a variety of other grounds tasks.
- Acts as a member of the aircraft rescue and fire fighting (ARFF) force.
- Files all reports required by Management.
- Performs miscellaneous errands as instructed by supervisor.

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- Does related maintenance work as required.
- Performs field/safety inspections on all aircraft areas, assured compliance with all established safety/security rules and procedures.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES.

This position requires a good knowledge of practices, processes, tools, and materials used in the maintenance and repair of roads, buildings, mechanical, electrical, plumbing and sanitary facilities; good knowledge of the operation and care of trucks, including all snow removal equipment; ability to understand and follow oral and written directions; initiative, good judgment, physical strength, good physical condition, must be honest and trustworthy. Must successfully complete airport ARFF training which includes a minimum of 40 hours of first aid training meeting FAA standards. Basic computer skills.

EDUCATION & EXPERIENCE

A minimum of a high school diploma and two (2) years experience or equivalent combination of education and experience